

Proof of Notice having been duly posted, the 2023 Organization Meeting of the Jerusalem Town Board was called to order with the Pledge to the Flag at 4:00 P.M. on January 4, 2023. Present were: Councilors Bird, Jones, Lent, Purdy, Town Clerk McMichael, Highway Superintendent Hurd.

Supervisor Sisson called the meeting to order with the Pledge to the Flag at 4:01 P.M.

APPOINTMENTS BY ELECTED OFFICIALS

SUPERVISOR APPOINTMENTS:

1. Daryl Jones, Councilor, be appointed Deputy Supervisor.
2. That Jennifer McKay be appointed Bookkeeper.
3. Daryl Jones be appointed alternate to KWIC & KLOC.

TOWN CLERK APPOINTMENTS:

1. Jennifer McKay, Laura Swarthout and MaryAnn Martin be appointed Deputy Town Clerks.
2. Jennifer McKay, Laura Swarthout and Sandi Spencer be appointed Deputy Tax Collectors.

HIGHWAY SUPERINTENDENT APPOINTMENT:

Jamie A. Sisson be appointed Deputy Highway Superintendent.

RESOLUTION #1-23

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
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 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 #2-23

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

APPOINTMENTS/POLICIES - FISCAL RELATED ISSUES:

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

Residential: Habitable space	\$.25/sq. ft.
Non-habitable	\$.15/sq. ft.
Commercial building	\$.25/sq. ft.
Garage, attached & detached	\$.15/sq. ft.
Shed	\$.15/sq. ft.
	\$25 minimum
Agriculture building for Ag purposes	\$.05. sq. ft.
	(\$500 cap)
Porch/deck	\$.15/sq. ft.
	\$25 minimum
Addition: Habitable	\$.25/sq. ft.
Non-habitable	\$.15/sq. ft.
Pool: Above ground	\$25
Inground	\$50
Renewal fee	\$ 50 - 1 <sup>st</sup> year
	\$100 - 2 <sup>nd</sup> year
	\$200 - 3 <sup>rd</sup> year
Demolition	\$25
Miscellaneous	\$50
Roofing	\$25-\$50
<del>Roofing with structural repairs</del>	<del>\$50</del>
Docks & Mooring	\$.20/sq. ft.
Temporary certificate of occupancy	\$20 - 1 <sup>st</sup> year
	\$40 - 2 <sup>nd</sup> year

Standalone generator		\$50
Solar panels	<del>Under 30</del>	<del>\$50</del>
	<del>Over 30</del>	<del>\$100</del>
	Under 20	\$50
	Over 20	\$5/additional kw
Certificate of Non-Conformity		\$50
Working without Permit		<del>\$50</del>
		Double permit fee
		\$75 minimum
Stop Work Order		\$100

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
Open development review	\$150
Building permit/zoning research fee	\$100

REAL PROPERTY SALE SEPTIC INSPECTION (due before inspection) - \$100

STEEP SLOPES: Application fee - \$150 per parcel (non-refundable)  
Professional service fee - \$500

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 original lot)

Major subdivision preliminary plat approval \$250 plus \$100 per lot  
(Excluding original lot)  
Major subdivision final plat approval \$450

FIRE & SAFETY INSPECTION:

(Including issuance of operating permit)  
Occupancy loads 99 or less \$20  
Occupancy loads over 100 \$75

\*Exempt Service organizations: (2010)

- Keuka Fire department
- Branchport Fire department
- Branchport Free library

3) 2023 Water & Sewer Rates, Fees and EDU Schedule (attached).

4) Highway Fee Schedule

DRIVEWAY

Application: \$ 35.00  
Pipe: ~~\$150.00~~ \$300 per 20' minimum length  
~~\$ 75.00~~ \$150 each additional 10'

ROAD OPENING PERMIT

Application fee: \$ 35.00  
Deposit: \$300.00

5) That total contributions by the Town Board members to the Sunshine Fund be established at \$720.00 per year.

6) That State bid prices are to be utilized.

RESOLUTION #3-23

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

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

On a motion of , seconded by , the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
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 \$5,000.00 for 2023.

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 #4-23

On a motion of Councilor Purdy, seconded by Councilor Bird, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

APPOINTMENTS/POLICIES - RELATED TO COURTS:

RESOLVED that Tammy Hullings 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 John Kriese be appointed to the Planning Board for a seven-year term to expire 12/31/2029.
2. That Laura Tabatcher be appointed Clerk to the Zoning Board.
3. That Robin Johnson 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 Earl Makatura be appointed to the Zoning Board for a five-year term to expire 12/31/2027.
2. That David English be appointed as alternate Zoning Board member for a term of one year.

RESOLUTION #5-23

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

APPOINTMENTS/POLICIES - RELATED TO WATER/SEWER DEPARMENTS:

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

1. That Jamie Sisson 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 \$3,411.36 for bookkeeping, accounts payables, accounts receivable, payroll and budget assistance for the water and sewer departments.
4. That Sheila McMichael receive \$3,411.36 for district extensions, project financing, accounts receivable, receiving and processing payments for the water and sewer departments.
5. That regular meetings of the water and sewer department be held on the first Tuesday of each month at 1:00 PM.

RESOLUTION #6-23

APPOINTMENT OF TOWN HISTORIAN:

On a motion of Councilor Purdy, seconded by Councilor Bird, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

RESOLVED that Ellen Chirco be appointed Town Historian.

RESOLUTION #7-23

SALARY OF TOWN ELECTED OFFICIALS:

On a motion of Councilor Bird, seconded by Councilor Lent, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

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

Supervisor	\$20,797.66
Highway Superintendent	\$65,969.00
Town Clerk/Tax Collector	\$57,900.00
Justice	\$14,214.00
Councilors	\$ 6,078.67

RESOLUTION #8-23

SALARY OF APPOINTED OFFICIALS:

On a motion of Councilor Purdy, seconded by Councilor Bird, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

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

Town Historian	\$ 466.00
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RESOLUTION #9-23

HOURLY RATE FOR HIGHWAY EMPLOYEES:

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

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

Barry Martin	H.E.O.	\$23.83
Jamie Sisson	H.E.O.	\$21.88
Dan Wheeler	H.E.O.	\$21.88
Jeff Viele	H.E.O.	\$21.88
Jason Tietjen	H.E.O.	\$21.88
Chad McMinn	H.E.O.	\$21.88
Scott Guererri	H.E.O.	\$21.88
Jeff Jensen	Mechanic	\$23.25
	Part time Laborer	****

\*\*\*\*-to be determined by Highway Superintendent  
Deputy Highway Superintendent receive an additional \$.75 per hour to his rate.

RESOLUTION #10-23

HOURLY RATE FOR TOWN HALL EMPLOYEES:

On a motion of Councilor Purdy, seconded by Councilor Lent, the following was

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

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

Assessor - Terry Kwiecinski	\$27.38
Code Enforcement Officer - William Gerhardt	\$27.09
Bookkeeper - Jennifer McKay	\$23.00
Deputy Town Clerk - Jennifer McKay	\$23.00
Deputy Town Clerk - Laura Swarthout	\$20.55
Deputy Town Clerk - MaryAnn Martin	\$17.00
Deputy Tax Collector - Sandi Spencer	\$18.12
Water/Sewer Clerk - Ginny Fenton	\$18.12
Secretary to Assessment Board of Review	<del>\$13.30</del> 14.20
Court Clerk - Tammy Hullings	\$18.12
Planning Board Secretary-Robin Johnson	<del>\$13.00</del> 14.20

\*Wage adjustments due to minimum wage increase.

RESOLUTION #11-23

MILEAGE REIMBURSEMENT FOR APPOINTED BOARD MEMBERS

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
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 #12-23

ESTABLISH LEGAL HOLIDAYS FOR TOWN OFFICIALS & EMPLOYEES:

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

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

1. New Year's Day 01/02/23
2. Martin Luther King Day 01/16/23
3. Memorial Day 05/29/23
4. Independence Day 07/04/23
5. Labor Day 09/04/23
6. Columbus Day 10/09/23
7. Veterans Day 11/10/23
8. Thanksgiving 11/23/23
9. Friday following Thanksgiving 11/24/23
10. Christmas 12/25/23
11. Floater (at the employee's discretion)

ESTABLISH JUNETEENTH AS LEGAL HOLIDAY

Supervisor Sisson 's request to add Juneteenth as a legal holiday was

DEFEATED Ayes 1 Sisson  
Nays 4 Jones, Lent, Purdy, Sisson

RESOLUTION #13-23

ESTABLISH EMPLOYEE WORK SCHEDULES

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



ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

RESOLVED that the normal hours of operation are established per Section 501 of the Employee Handbook as follows

Assessor	7:30-3:30
CEO	7:30-3:30
Water/Sewer Clerk	7:30-3:30
W/S Maintainer	7:00-3:00
Bookkeeper	8:00-3:00
Deputy Clerk	8:00-3:00

\*Highway Department hours stated in Employee Handbook

RESOLUTION #14-23

COMPREHENSIVE FINANCIAL MANAGEMENT POLICY REVIEW:

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

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

RESOLUTION #15-23

FUND BALANCE POLICY REVIEW

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

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

RESOLUTION #16-23

PROCUREMENT POLICY REVIEW

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson  
Nays 0

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

RESOLUTION #17-23

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

ADOPTED Ayes 5 Bird, Jones, Lent, Purdy, Sisson

Nays 0

AUTHORIZE ANNUAL CPR/1<sup>ST</sup> AID TRAINING

Resolved the Highway and KPSW employees be authorized to attend mandatory annual CPR and 1<sup>st</sup> Aid training.

AUTHORIZE MINE SAFETY TRAINING

Resolved the Highway employees be authorized to attend mandatory mine safety training.

AUTHORIZE HIGHWAY SAFETY TRAINING

Resolved the Highway employees be authorized to attend mandatory Highway safety training.

AUTHORIZE HIGHWAY TRAINING - DIG SAFELY SEMINAR

Resolved the Highway employees be authorized to attend the Dig Safely seminar.

OTHER BUSINESS

AED MACHINE

The cost and maintenance of an AED machine at the Town Hall and Highway Barn will be explored.

CLEAN UP DAY

Clean Up Day is scheduled June 17, 2023.

With there being no further business, on a motion of Councilor Bird, seconded by Councilor Purdy, the meeting was adjourned at 5:02 P.M.

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Sheila McMichael, Town Clerk

2023 COMMITTEE ASSIGNMENTS APPOINTED BY SUPERVISOR:

Assessment/ Assessor

1. Ritchie Lent
2. Jim Bird
3. Terry Kwiecinski

Budget/Finance

1. Town Board
2. Town Clerk
3. Town Highway

Building/Grounds

1. Ritchie Lent
2. Tony Hurd
3. Bill Gerhardt

Code Enforcement/Code Officer

1. Jim Bird
2. Jamie Sisson
3. Bill Gerhardt

Town Clerk/ Tax Collector

1. Sarah Purdy
2. Ritchie Lent
3. Sheila McMichael

Town Justice

1. Ritchie Lent
2. Sarah Purdy
3. Justice Todd Whitford

Town Highway

1. Daryl Jones
2. Jamie Sisson
3. Tony Hurd

Planning / Zoning

1. Sarah Purdy
2. Daryl Jones

Recreation

1. Sarah Purdy
2. Jamie Sisson
3. Emily Strait

Personnel

1. Jamie Sisson

Organization Meeting  
January 4, 2023

2. Sarah Purdy
3. Sheila McMichael
4. Attorney Jeff Graff

Public Relations

1. Jamie Sisson
2. Sheila McMichael
3. Tony Hurd
4. Sarah Purdy

KPSW

1. Jamie Sisson, Chair
2. Ritchie Lent

Health

1. Daryl Jones
2. Jamie Sisson

Clean-up Day

1. Daryl Jones
2. Ritchie Lent

Sunshine Fund

1. Sarah Purdy
2. Jamie Sisson
3. Jennifer McKay

War Memorial

1. Daryl Jones
2. Ritchie Lent

Cemetery

1. Jim Bird
2. Jamie Sisson

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 Purdy, seconded by Councilor Lent, the meeting was adjourned at 5:02 P.M.

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Sheila McMichael, Town Clerk