

**Town of Arcadia
Organizational Meeting 2024**

**January 2, 2024
4:00 PM**

The annual organizational meeting on January 2, 2024 had the following Town Board Members present: Supervisor Piscioti, Councilmembers Diamond and VanLaeken, Deputy Vacchetto, Highway Supt. Kuhlman

Absent: Councilmembers Greco and Gerbig

BANK DEPOSITORY

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that the Town Board hereby designates the Newark Office Community Bank NA, Citizen Bank, Bank of America, JP Morgan/Chase as depository of all town funds both General and Highway. Funds which are not immediately needed shall be deposited in Certificate of Deposits or in day of Deposit to day of withdrawal saving accounts, depending on need of cash at Community Bank, NA, Fleet, JP Morgan/Chase depending which Bank will pay the most interest. (Maximum amount of three million)

Vote_3__Yes ___NO

OFFICIAL NEWSPAPER

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that the Times of Wayne County, Macedon, New York, a weekly paper, is hereby designated as the official newspaper of the Town of Arcadia for the year 2024.

When circumstances arise requiring a form of Public Notice that must be published in the daily newspaper of general circulation within the Town, the Town Board hereby designates the Finger Lakes Times as the official newspaper of the Town of Arcadia in all such instances.

Vote_3__Yes ___NO

DATE OF REGULAR TOWN BOARD MEETING

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that the regular meeting of the Town Board of Arcadia be set for the 2nd Tuesday of the month, and this meeting is to be held in the Town of Arcadia Conference Room, 201 Frey Street Newark, NY at 7:00 PM for the year 2024.

Vote_3__Yes ___No

APPOINTMENT OF DEPUTY SUPERVISOR, CLERK TO SUPERVISOR AND ACCOUNT CLERK/ BUDGET OFFICER

Dawn Piscioti, Supervisor of the Town of Arcadia appoints Councilmen Greco Deputy Supervisor of the year 2024, and appoints Hope Bush clerk to the Supervisor. Councilman VanLaeken moved to approve the recommendation. Seconded by Councilman Diamond.

Vote__3__Yes ___No

APPOINTMENT OF TOWN COUNSEL

A resolution offered by Councilman VanLaekn seconded by Councilman Diamond the Law Firm of Boylan Code (David K. Hou of Counsel) as Town Counsel for the year 2024 on a fee basis of **\$225.00** per hour.

Vote__3__Yes ___No

APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT

Thomas Kuhlman, Highway Superintendent appoints Matthew Westcott, Deputy Highway Superintendent for the Year 2024 and to receive **\$2,000.00**. Justin Garling has been appointed EMO in charge of the shop for **\$1,500.00** for the 2024 year. Ben Bartlett is appointed MEO in charge of Town wide drainage projects and controls for **\$1,000.00** for the year 2024. Scott Devlin is appointed building and grounds maintenance for **\$1,500.00** for the year 2024. Councilman VanLaeken moved to approve the recommendation. Seconded by Councilman Diamond.

Vote__3__Yes ___No

TOWN HISTORIAN

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that Chris Davis is appointed Town Historian for the Town of Arcadia for the year 2024.

Vote__3__Yes ___No

REGISTRAR OF VITAL STATISTIC AND DEPUTY

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that Teresa Vastbinder of Newark, NY be appointed Registrar of Vital Statistics for the term January 1, 2024 to December 31, 2024, for both the Town of Arcadia and Village of Newark, and Madyson Vacchetto, Deputy Registrar for the Term January 1, 2024 to December 31, 2024.

Vote 3 Yes No

DEPUTY TOWN CLERK

The name of Madyson Vacchetto of Clyde, NY submitted by Town Clerk Terresa Vastbinder for acceptance as Deputy Town Clerk. Councilman VanLaeken moved to approve the recommendation. Seconded by Councilman Diamond.

Vote 3 Yes No

2ND DEPUTY AND SUB REGISTRAR

The name of _____ of _____, NY submitted by Town Clerk Terresa Vastbinder for acceptance as 2nd Deputy Town Clerk and Sub Registrar. Councilman _____ moved to approve the recommendation. Seconded by Councilman_____.

Vote Yes No

BUILDING AND ZONING CODE ENFORCEMENT OFFICER APPOINTMENT

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond to appoint Edward DeWolf, Jr. as Zoning Enforcement Officer for the Town of Arcadia for the year 2024.

Vote 3 Yes No

TOWN HEALTH OFFICER

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that Dr. daSilva MD, be appointed Town Health Officer for the year 2024.

Vote 3 Yes No

ANIMAL CONTROL OFFICER

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that Tracy Brown of Newark, NY be appointed Animal Control Officer for the Town of Arcadia for the year 2024.

Vacations and/or Sick Time –The Town Board will be responsible to find someone to fill in for Animal Control Officer.

Vote 3 Yes No

EXTRA CLERK HIRE

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that Supervisor Piscioti be authorized to supervise the employment of all extra clerk hire. Heads of Departments are to request permission from the Supervisor before hiring extra help. The rate of pay for extra hire is established as follows: minimum of \$15.00 per hour. The head of each department is to stay within budget allotments.

Vote __3__ Yes _____No

FIXING RATE OF MILEAGE FOR TOWN EMPLOYEES

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond pursuant to the provisions of Section 102 of the Town Law that each Town Officer and employee using his/her automobile for Town business shall be entitled to receive for such travel expenses the current prevailing IRS rate per mile, for each mile actually and necessarily traveled by him/her in the performance of the duties of his/her duties of his office or position. However, this to be subject to audit and ending of each trip and the nature of such business performed on such trip, including toll charges.

Vote __3__ Yes _____No

MEAL ALLOWANCE

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond to authorize a Town Employee a meal allowance up to \$75.00 per day for his/her meals when an itemized receipt is provided to the town for reimbursement. Receipts for alcoholic beverages will be not be reimbursed.

Vote_3__ Yes_____No

PERMISSION TO HIGHWAY SUPERINTENDENT

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that the Town Board of the Town of Arcadia has given its approval and does hereby authorize the Town Highway Supt. Kuhlman of the Town of Arcadia to purchase without prior approval such items as materials, tools, etc. in the amount not to exceed \$10,000.00 with approval of the highway committee.

Vote__3__ Yes _____No

CLERK TO CODE OFFICER

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that Madyson Vacchetto be designated in the job title to clerk for the Code Enforcement Officer, and Clerk to the Planning and Zoning Board Meetings.

Vote_3__ Yes _____No

TO HIRE EXTRA EQUIPMENT

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that the Town Board of the Town of Arcadia hereby authorizes the Town Highway Supt. Kuhlman to hire extra equipment in case of emergency to work on highways of the Town of Arcadia at a price not to exceed the hourly rate approved by the State Supt. of Public Works.

Vote__3__Yes ____No

PRICE FOR PURCHASE FOR SAND AND GRAVEL

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that the Town Board of the Town of Arcadia hereby authorizes the Town Highway Supt. Kuhlman to pay the several land owners at the rate of and not more than up to \$10.00 per yard for bank run gravel.

Vote__3__Yes ____No

BONDS

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that the following bonds be issued to cover the following names of Town Officers:

David Greco	Deputy Supervisor	\$250,000.00
Hope Bush	Account Clerk	250,000.00
Terresa Vastbinder	Town Clerk	70,000.00
Madyson Vacchetto	Deputy Town Clerk	70,000.00
Thomas Kuhlman	Highway Supt.	70,000.00
Marah Williams	Town Justice	70,000.00
Michael Colacino	Town Justice	70,000.00
Kendra Kuperus	Justice Clerk	70,000.00
Sharon VerHeecke	Tax Receiver	\$3,169,621.50

Copies of the Bonds are filed in the office of the Town Clerk.

SUPERVISOR BONDS

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that the bond for Supervisor Piscioti fixed at **\$3,169,621.50** fund. The original bond is to be filed with the Town Clerk, Newark, NY.

Vote__3__Yes ____No

ANNUAL SALARIES FOR PUBLIC OFFICERS FOR THE YEAR 2024

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that the maximum annual salaries of Town Officers for 2024 be fixed as follows and the Supervisor be directed to pay the salaries of each officer (bi-weekly) payroll for everyone in the manner provided by law;

Supervisor	\$25,002.00
Bookkeeper – Full Time	45,427.00
Town Councilman (4 @ 6364.50)	25,458.00
Town Clerk	48,687.00
Receiver of Taxes	10,129.00
Town Justice (2 @ (19,687.00)	39,374.00
Sole Assessor	68,952.00
Town Highway Supt.	82,202.00
Town Historian	1,255.00
Animal Control Officer	6,622.00
Code Enforcement	33,759.00
Court Clerk	38,628.00
Health Officer	1,500.00

Vote__3__Yes _____No

HIGHWAY DEPARTMENT PERSONNEL

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that the Highway Dept. Personnel be paid up to the following hourly rates;

Motor Equipment Operator	\$28.17
Part Time MEO	\$15.00 – 20.00 ***
Full Time Highway Laborer	\$15.00 – 20.00 ***
New Personnel Full Time MEO	\$18.00 - 28.00 ***
Part Time Seasonal (student)	\$15.00

******Adjustable by the Town Board and Highway Supt. based on experience. ******

Vote_3__Yes _____No

HIGHWAY PAY SCHEDULE

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that the Town of Arcadia Highway Dept. schedule a 40 hour regular work week and to continue to pay time and a half for all hourly employees over 40 hours per week.

EX: 4 days @ 10 hrs per day.

Vote__3__Yes _____No

TOWN OFFICE PAY SCHEDULE

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond that the Town of Arcadia Town Office personnel Schedule a 32.5 hour work week.
EX: 5 days @ 6.5 hours per day.

Vote__3__Yes _____No

STANDING COMMITTEES

Committee Appointments as per Supervisor Piscioti, First Names will be chairperson:

Landfill/Water Districts	Diamond/Gerbig
Highway.....	Gerbig/ Diamond
Legislation, Personnel & Salary	VanLaeken/Gerbig
Planning, Zoning Building, Trails & Grounds.....	Gerbig/Greco
Assessments and Insurance.....	VanLaeken/Diamond
Public Safety, Health and Fire.....	Greco/VanLaeken
Elections.....	VanLaeken/Diamond
Shared Services.....	Greco/VanLaeken

TAX RECEIVER TO INVEST MONEY

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond authorizing the Receiver of Taxes to deposit tax monies in an interest bearing account.

Vote__3__Yes _____No

UTILITY PAYMENTS

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond authorizing Supervisor/Bookkeeper to pay utilities, postage, freights and Health Insurance before Town Board Audit, per section 118. of Town Law.

Vote__3__Yes _____No

TEMPORARY ASSIGNMENT FOR JUDGES

Resolution was made by Councilman VanLaeken seconded by Councilman Diamond to consent to temporary assignment of its Justices to preside in other City/Town/Village courts in the Seventh Judicial District as needed during the year 2024.

Vote__3__Yes _____No

PLANNING BOARD APPOINTMENT

Moved by Councilman VanLaeken seconded by Councilman Diamond to reappoint _____ to the Planning Board for the term beginning January 1, 2024 – December 31, 2028

Vote__3__Yes ____No

ZONING BOARD OF APPEALS APPOINTMENT

Moved by Councilman VanLaeken seconded by Councilman Diamond to reappoint Gina Donnelly to the Zoning Board of Appeals for the term beginning January 1, 2024 – December 31, 2028

Vote__3__Yes ____No

BOARD OF ASSESSMENT REVIEW APPOINTMENT

Moved by Councilman VanLaeken, seconded by Councilman Diamond to appoint Michael Greene to the Board of Assessment Review for the term beginning October 1, 2023 to September 30, 2027.

Vote__3__Yes ____No

ENGINEERING FIRM DESIGNATE FOR 2024

Resolution offered by Councilman VanLaeken seconded by Councilman Diamond to designate the Engineering Firm of MRB Group P.C., as Town Engineer for the Year 2024.

Vote__3__Yes ____No

WAYNE COUNTY WATER AUTHORITY

Southwest Water Improvement Area, Water District Numbers 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17 and SW Water:

Water Service Connection	\$1600.00
Basic Service	\$30.00/Quarterly
Commodity Charge	\$5.25/1000 gal.

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond approving the Wayne County Water Authority schedule of charges for the Southwest Water Improvement Area and Water Districts Number 2,3,4,5,6,7,8, 9,10 11,12, 15,16 and 17.

Vote__3__ Yes _____No

PROCUREMENT POLICY

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond To amend the Procurement Policy guideline 3(a) Less than \$20,000.00 but greater than \$10,000.00 require a written request for a proposal (RFP) and written/fax quotes from three (3) vendors and approving the rest of the Procurement Policy as written.

Vote__3__ Yes _____No

CODE OF ETHICS

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond approving the current Town of Arcadia Code of Ethics Policy.

Vote__3__ Yes _____No

CAPITALIZATION POLICY

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond approving the current Town of Arcadia Capitalization Policy.

Vote__3__ Yes _____No

INVESTMENT POLICY

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond approving the current Town of Arcadia Investment Policy.

Vote__3__ Yes _____No

RETURN CHECK FEE

A resolution offered by Councilman VanLaeken seconded by Councilman Diamond approving a return check fee up to \$35.00.

Vote__3__ Yes _____No

STANDARD WORK DAY FOR ELECTED AND APPOINTED OFFICIALS

A resolution offered by Councilman VanLaeken, seconded by Councilman Diamond to approve a standard workday for elected and appointed officials for the purpose of determining reportable days to the NYS Employees' Retirement System.

Vote__3__ Yes _____No

CELL PHONE REIMBURSEMENT

A resolution offered by Councilman VanLaeken, seconded by Councilman Diamond to approve cell-phone reimbursement to Supervisor, Town Clerk, Code Officer and Highway Superintendent in the amount of \$56.00 per month.

Vote__3__Yes ____No

CLOTHING ALLOWANCE

A resolution offered by Councilman VanLaeken, seconded by Councilman Diamond to Approve a clothing allowance for the Arcadia Highway Workers in the amount of \$550.00 per year.

Vote__3__Yes ____No

**Respectfully Submitted,
Teresa Vastbinder
Town Clerk**