

**Town of Arcadia
Organizational Meeting 2020**

**January 2, 2020
5:15 PM**

The annual organizational meeting on January 2, 2020 had the following Town Board Members present: Supervisor Verkey; Councilman; Diamond, VanLaeken, Greco and Piscioti.

BANK DEPOSITORY

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken that the Town Board hereby designates the Newark Office Community Bank NA, Citizen Bank, Newark Office of Lyons National 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, Lyons National Bank, Fleet, JP Morgan/Chase depending which Bank will pay the most interest. (Maximum amount of three million)

Vote_5__Yes___NO

OFFICIAL NEWSPAPER

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken 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 2020.

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_5__Yes___NO

DATE OF REGULAR TOWN BOARD MEETING

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken 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 2020.

Vote_5__Yes___No

**APPOINTMENT OF DEPUTY SUPERVISOR AND TOWN BOOKKEEPER
(CLERK) BUDGET OFFICER**

Jon Verkey, Supervisor of the Town of Arcadia appoints Councilman Richard VanLaeken Deputy Supervisor of the year 2020, and appoints Cristina Santelli Clerk to the Supervisor and Cristina Santelli as Budget Officers for the year 2020.

Vote __5__ Yes ____ No

APPOINTMENT OF TOWN COUNSEL

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken the Law Firm of Boylan Code (David P. Saracino of Counsel) as Town Counsel for the year 2020 on a fee basis of \$200.00 per hour.

Vote __5__ Yes ____ No

APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT

Danial Pullen, Highway Superintendent appoints *Thomas Kuhlman*, Deputy Highway Superintendent for the Year 2020 and to receive \$2500.00. *Dennis Briggs* has been appointed EMO in charge of the shop for \$1000.00 for the 2020 year. *Todd Wood* is appointed MEO in charge of Town wide drainage projects and controls for \$1200.00 for the year 2020. Councilman Diamond moved to approve the recommendation. Seconded by Councilman VanLaeken

Vote __5__ Yes ____ No

TOWN HISTORIAN

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken Diamond that Chris Davis be appointed Town Historian for the Town of Arcadia for the year 2020.

Vote __5__ Yes ____ No

REGISTRAR OF VITAL STATISTIC AND DEPUTY

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken that Diane Allerton of Newark, NY be appointed Registrar of Vital Statistics for the term January 1, 2020 to December 31, 2020, for both the Town of Arcadia and Village of Newark, and Sheryl Van Gee, Deputy Registrar for the Term January 1, 2020 to December 31, 2020.

Vote __5__ Yes ____ No

DEPUTY TOWN CLERK

The name of Sheryl Van Gee of Newark, NY submitted by Town Clerk Diane Allerton for acceptance as Deputy Town Clerk. Councilman Diamond moved to approve the recommendation. Seconded by Councilman VanLaeken

Vote 5 Yes No

2ND DEPUTY AND SUB REGISTRAR

The name of Brenda Westcott of Newark, NY submitted by Town Clerk Diane Allerton for acceptance as 2nd Deputy Town Clerk and Sub Registrar. Councilman Diamond moved to approve the recommendation. Seconded by Councilman VanLaeken

Vote 5 Yes No

BUILDING AND ZONING CODE ENFORCEMENT OFFICER APPOINTMENT

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken to appoint Edward DeWolf, Jr. as Zoning Enforcement Officer for the Town of Arcadia for the year 2020.

Vote 5 Yes No

TOWN HEALTH OFFICER

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken that Dr. daSilva MD, be appointed Town Health Officer for the year 2020.

Vote 5 Yes No

ANIMAL CONTROL OFFICER

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken that Robert Howard of Newark, NY be appointed Animal Control Officer for the Town of Arcadia for the year 2020.

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

Vote 5 Yes No

EXTRA CLERK HIRE

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken that Supervisor Verkey 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 \$12.50 per hour. The head of each department is to stay within budget allotments.

Vote 5 Yes No

FIXING RATE OF MILEAGE FOR TOWN EMPLOYEES

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken 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 5 Yes No

MEAL ALLOWANCE

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken 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 5 Yes No

PERMISSION TO HIGHWAY SUPERINTENDENT

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken that the Town Board of the Town of Arcadia has given its approval and does hereby authorize the Town Highway Supt. Pullen 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 5 Yes No

CLERK TO CODE OFFICER

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

Vote 5 Yes No

TO HIRE EXTRA EQUIPMENT

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken that the Town Board of the Town of Arcadia hereby authorizes the Town Highway Supt. Pullen 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 5 Yes No

PRICE FOR PURCHASE FOR SAND AND GRAVEL

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken that the Town Board of the Town of Arcadia hereby authorizes the Town Highway Supt. Pullen to pay the several land owners at the rate of and not more than up to **\$5.50** per yard for bank run gravel.

Vote 5 Yes No

BONDS

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

Richard VanLaeken	Deputy Supervisor	\$250,000.00
Cristina Santelli	Bookkeeper	250,000.00
Diane Allerton	Town Clerk	70,000.00
Sheryl Van Gee	Deputy Town Clerk	70,000.00
Brenda Westcott	2 nd Deputy Town Clerk	70,000.00
Danial Pullen	Highway Supt.	70,000.00
Arthur Williams	Town Justice	70,000.00
Michael Miller	Town Justice	70,000.00
Marsha Williams	Justice Clerk	70,000.00
Kendra Kuperus	Justice Clerk	70,000.00
Sharon VerHeecke	Tax Receiver	\$2,965,883.00

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

SUPERVISOR BONDS

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken that the bond for Supervisor Verkey fixed at **\$2,965,883.00** Fund. The original bond is to be filed with the Town Clerk, Newark, NY.

Vote 5 Yes No

ANNUAL SALARIES FOR PUBLIC OFFICERS FOR THE YEAR 2020

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken that the maximum annual salaries of Town Officers for 2020 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	\$22,653.00
Bookkeeper – Full Time	41,966.00
Town Councilman (4 @ 5766.75)	23,067.00
Town Clerk	44,996.00
Receiver of Taxes	9,000.00
Town Justice (2 @ 17,495.00)	34,990.00
Sole Assessor	55,000.00
Town Highway Supt.	77,123.00
Town Historian	1,255.00
Animal Control Officer	16,982.00
Code Enforcement	30,000.00
Court Clerk (2@17,500.00)	35,000.00
Health Officer	1,500.00

Vote__5__Yes _____No

HIGHWAY DEPARTMENT PERSONNEL

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

Motor Equipment Operator	\$25.03
Part Time MEO	\$14.00
Full Time Highway Laborer	\$12.50-14.00
New Personnel Full Time MEO	\$15.00 –\$20.00
Part Time Seasonal (student)	\$12.50

Vote__5__Yes _____No

HIGHWAY PAY SCHEDULE

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken 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__5__Yes _____No

TOWN OFFICE PAY SCHEDULE

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken that the Town of Arcadia Town Office personnel Schedule a 32.5 hour work week.

EX: 5 days @ 6.5 hours per day.

Vote 5 Yes No

STANDING COMMITTEES

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

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

TAX RECEIVER TO INVEST MONEY

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

Vote 5 Yes No

UTILITY PAYMENTS

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

Vote 5 Yes No

TEMPORARY ASSIGNMENT FOR JUDGES

Motion was made by Councilman Diamond seconded by Councilman VanLaeken 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 2020.

Vote 5 Yes No

PLANNING BOARD APPOINTMENT

Moved by Councilman Diamond seconded by Councilman VanLaeken to reappoint **Michael Greene** to the Planning Board for the term beginning January 1, 2020 – December 31, 2025

Vote__5__ Yes ____ No

ZONING BOARD OF APPEALS APPOINTMENT

Moved by Councilman Diamond seconded by Councilman VanLaeken to appoint **Jeffrey Tyler** to the Zoning Board of Appeals for the term beginning January 1, 2020 – December 31, 2025.

Vote__5__ Yes ____ No

PLANNING/ZONING BOARD ALTERNATE

Moved by Councilman Diamond seconded by Councilman VanLaeken to appoint Daniel Quagliata as an alternate for the Planning Board or Zoning Board of Appeals to fill in as needed.

Vote__5__ Yes ____ No

BOARD OF ASSESSMENT REVIEW APPOINTMENT

Moved by Councilman Diamond, seconded by Councilman VanLaeken to appoint Edwin VanQuekelberg to the Board of Assessment Review for the term beginning October 1, 2019 to September 30, 2024.

Vote__5__ Yes ____ No

ENGINEERING FIRM DESIGNATE FOR 2020

Motion offered by Councilman Diamond seconded by Councilman VanLaeken to designate the Engineering Firm of MRB Group P.C., as Town Engineer for the Year 2020.

Vote__5__ Yes ____ No

WAYNE COUNTY WATER AUTHORITY

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

Water Service Connection	\$1600.00
Basic Service	\$ 25.00/Quarterly
Commodity Charge	\$4.50/1000 gal.

A resolution offered by Councilman Diamond seconded by Councilman VanLaeken 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, 16 and 17.

Vote__5__ Yes ____ No

PROCUREMENT POLICY

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

Vote__5__Yes ____No

CODE OF ETHICS

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

Vote__5__Yes ____No

CAPITALIZATION POLICY

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

Vote__5__Yes ____No

INVESTMENT POLICY

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

Vote__5__Yes ____No

RETURN CHECK FEE

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

Vote__5__Yes ____No

STANDARD WORK DAY FOR ELECTED AND APPOINTED OFFICIALS

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

Vote__5__Yes ____No

**Respectfully Submitted,
Diane Allerton
Town Clerk**