

Re-Organizational Meeting – January 8, 2021

The Candor Town Board opened the Re-Organizational Meeting of January 8, 2021 with a prayer and Pledge of Allegiance.

Present: Supervisor Strosahl, Clm. Williams, Clm. Douglas and Clm. Reichert. Clm. Brixey was excused from the meeting.

Others Present: Town Clerk Dence

Oath of Office

Faithful Performance or Surety Bonds

Whereas Town Law Section 25 requires a faithful performance or surety bond for the Town Supervisor, Deputy Town Supervisor, Superintendent of Highways, Receiver of Taxes, Town Justices, and Town Constables;

Whereas Town Law Section 25 allows the town board to determine by resolution that any such undertaking or bond shall be executed by a surety company authorized to transact business in the state of New York and the expense thereof shall be a charge against the town; and

Whereas the Town Supervisor has verified with our NYMIR Agent that all those Town officers are bonded.

Therefore, be it resolved that NYMIR has been chosen to execute such bonds.

R-1 Clm. Williams moved, seconded by Clm. Douglas to approve of the above Resolution regarding Faithful performance or Surety Bonds. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

Appointments by the Town Board

Whereas Highway Law Section 140(19) authorizes the appointment of a **Town Engineer**;

Whereas Town Law Section 20(1)(b) and Criminal Procedure Law Section 2.30 requires **Town Constables**;

Whereas Town Law Section 20(2)(a) authorizes the Town to appoint an **Attorney for the Town**;

Whereas Agriculture & Markets Law Section 113 requires the appointment of **Dog Control Officers**;

Whereas Town Law Section 30(3) requires the appointment of an **Assessor**;

Whereas Town Law Section 138 authorizes the Town Board to appoint a **Code Enforcement Officer/Building Inspector & Fair Housing Officer**;

Whereas, Public Health Law Section 4121 requires the Town to appoint a **Registrar of Vital Statistics**;

Whereas, Town Law Section 267 authorizes the Town Board to appoint a Board of Appeals; and

Whereas Town Law Section 20(1)(a) and (b) authorizes the Town Board to appoint other such employees as it deems necessary for the proper conduct of the affairs of the town;

Whereas, the 2020 Adopted Budget allocates money for Town Officers, employees and appointments;

Therefore, be it resolved that the Town Board makes the following appointments to be paid the salary indicated:

- Town Engineer – Rob Murray – \$2,000 annually, paid quarterly
- Constables, Part-time – Chad Edwards and Brian Henry - \$13.00 paid monthly as needed (outside court services) \$25.00 hourly with minimum 2 hours, paid monthly as needed (court services)
- Attorney for the Town –Palmer Pelella - \$10,924 annually, paid monthly
- Dog Control Officer, Part-time – Denise Liske – \$5,306 annually, plus mileage, paid monthly
- Dog Control Administrator – Connie Dence – \$2,441 annually, paid bi-weekly
- Assessor – Denise Spaulding – \$23,627 annually, plus mileage, paid bi-weekly
- Code Enforcement Officer (Building Inspector & Fair Housing Officer) – *Martin Jerzak \$20,000* annually, paid bi-weekly
- Code Enforcement Officer, Part-time (Building Inspector & Fair Housing Officer) – Mike Katchmir – \$13.00/hour, paid monthly
- Registrar of Vital Statistics, Part-time – Connie Dence – \$1,300 annually, bi-weekly
- Planning Board Chairman – Ed Evans. – \$1,800 annually, paid quarterly
 - Ed Evans Term Expires 12/31/2022
- Planning Board Members – \$1,000 annually, paid quarterly
 - Peter Ward Term Expires 12/31/2021
 - Ken Kafka Term Expires 12/31/2025
 - Art Cacciola Term Expires 12/31/2024
 - Robin Beebe Term Expires 12/31/2023
- County Planning Board Representative
 Art Cacciola - \$600 - paid quarterly
- Board of Assessment Review - \$100/yearly
 - Herbert Dougherty Term Expires 9/30/2021
 - Mackenzie Darrow Term Expires 9/30/2025
 - Molly Hinchcliffe Term Expires 9/30/2024
 - Henry Huizinga Term Expires 9/30/2023
 - Ed Evans Term Expires 9/30/2022
- Clerk, Part-time (Planning Board) – TBD – \$13.00/hour, paid monthly
- Clerk to the Judge – Karen Wells – \$240/month, paid bi-weekly
- Clerk, Part-time (Court) – BreAnna Spires – \$13.00/hour, paid bi-weekly

- Cleaner – Lynn Shay – \$7000 annually, paid bi-weekly
- Town Electrician –Kevin Luddy - \$25/hour, paid monthly as needed
- Board of Appeals Chair -- \$1,000 annually, paid quarterly
- Board of Appeals Members -- \$500 annually, paid quarterly
 - Rob Howland – Term Expires 12/31/2021
 - Susan Evans – Term Expires 12/31/2025
 - Steve Barrows – Term Expires 12/31/2024
 - Joshua Whitemore – Term Expires 12/31/2023
 - Norma Gunn – Term Expires 12/31/2022
- Clerk, Part-time (Board of Appeals)– TBD – \$13.00/hour, paid monthly
- Appoint Emily VanScoy to be the Town of Candor Representative to REAP
- Highway Employees – Paid in accordance with the 2019-2021 Highway Contract, paid bi-weekly
- Secretary to the Highway Superintendent – Jean Dewey – \$1000 Annual Paid monthly

R-2 Clm. Douglas moved, seconded by Clm. Reichert to adopt the above Resolution regarding appointments by the Town Board. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

Compensation for Elected Town Officers

Whereas, the 2021 Adopted Budget allocates money for Elected Town Officers;

Therefore, be it resolved that the Town Board authorizes the following salaries for elected officials:

- Town Supervisor – \$12,000 annually, plus mileage, paid monthly
- Town Councilmen – \$3,000 annually, plus mileage, paid quarterly
- Town Clerk – \$27,602 annually, plus mileage, paid bi-weekly
- Highway Superintendent – \$53,060 annually, paid bi-weekly
- Town Justice – \$12,500 annually, paid monthly

R-3 Clm. Reichert moved, seconded by Clm. Williams to adopt the above Resolution regarding Compensation for Elected Town Officers. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

Paydays

Whereas, it is necessary that the Town Board establish a schedule of payment for Town employees, committees and other appointments;

Therefore, be it resolved that **bi-weekly paydays will be on the Thursday following the pay period except when Thursday is a holiday, it will be on Wednesday. Monthly and quarterly paydays will be on the last work day of the pay periods.**

R-4 Clm. Williams moved, seconded by Clm. Douglas to adopt the above Resolution regarding Paydays. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

Official Newspaper

Whereas, Town Law Section 64(11) requires the Town Board to designate an official newspaper for the purpose of making legal announcements;

Therefore, be it resolved that the Town Board designates the **Candor Chronicle** as the Town Newspaper.

R-5 Clm. Douglas moved, seconded by Clm. Reichert to adopt the above Resolution regarding the Town's Official newspaper. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

Designation of Depositories

Whereas, General Municipal Law Section 10 requires the Town Board to designate the banks or trust companies in which all town officers shall deposit all moneys coming into their hands by virtue of their offices, as well as the security, if any, to be given by the depository for the protection of town funds;

Therefore, be it resolved that the Town Board designates the **Tioga State Bank** and the **Chemung Canal Trust** as the Town's depositories.

R-6 Clm. Reichert moved, seconded by Clm. Williams to approve of the above Resolution for Designation of Depositories. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

Authorization for the Payment of Public Services

Whereas, Town Law Section 118(2) empowers the Town Board to authorize the payment in advance of audit of claims for public utility services (electric, gas, water, sewer, fuel oil, and telephone services), postage, freight, and express charges;

Whereas, all such claims shall be presented at the next regular meeting for audit,

Therefore, be it resolved that the Bookkeeper is authorized to pay public utility services, postage, freight, and express charges in advance of auditing of claims when necessary.

R-7 Clm. Williams moved, seconded by Clm. Douglas to approve of the above Resolution regarding Authorization for the Payment of Public Services. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

Town Board Meeting Times

Whereas, the Town Law Manual section 4-2 C states the town board of any town may provide by resolution or by its rules of procedure for the holding of regular meetings at stated intervals;

Therefore, be it resolved that the Town Board establishes that the **Regular Town Board** meetings will be held on the **second Tuesday of each month with a review of vouchers at 6:00 PM and the regular meeting starting at 7:00 PM.**

R-8 Clm. Douglas moved, seconded by Clm. Reichert to approve of the above Resolution regarding Town Board Meeting Times. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

Mileage Compensation

Whereas, Town Law section 116 authorizes the Town Board to allow and pay a Town officer or employee a reasonable mileage allowance for the use of his own automobile for each mile actually and necessarily traveled by him in the performance of the duties of his office or position; and

Whereas the IRS has set the 2021 standard mileage rates used to calculate the deductible costs of operating an automobile for business at **56 cents per mile**;

Therefore, be it resolved that authorized employees will be reimbursed mileage for the use of their personally owned vehicle when used in the course of performing their Town of Candor duties;

Be it further resolved, that the start and end point for the calculation of authorized mileage will be the Candor Town Hall.

Be it further resolved, that the Town Board authorizes a payment of **56 cents per mile for authorized mileage**.

R-9 Clm. Reichert moved, seconded by Clm. Williams to adopt the above Resolution regarding the Mileage Compensation. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

Petty Cash Fund

Whereas, the Town Law Section 64 (1-a) authorizes the establishment of a petty cash fund;

Whereas, there is a necessity to have a petty cash fund established for small expenditures;

Whereas, petty cash is needed in the Candor Town Clerk's Office and the Candor Assessor's Office; and

Whereas, with the submission of receipts for acceptable office expenses this petty cash can be replenished;

Therefore, be it resolved that petty cash be established in the amount of \$100 for the Candor Town Clerk's Office and the amount of \$25 for the Candor Assessor's Office.

R-10 Clm. Williams moved, seconded by Clm. Douglas to approve of the above Resolution regarding Petty Cash Fund. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

Town Supervisor Appointments

Town Board Committees

Whereas, Town Law Section 63 authorizes the supervisor to appoint one or more **committees**, consisting of members of the board, to aid and assist the board in the performance of its duties;

Therefore, the Supervisor appoints the following Town Board Committees (the first person listed is the chairperson):

- Assessor's Committee – Patti Reichert & Jim Brixey
- Buildings & Grounds – Patti Reichert & Jim Douglas
- Code Enforcement – Jim Brixey & Jim Douglas

- Justice – George Williams & Jim Douglas
- Cemeteries –George Williams & Jim Brixey
- Highways & Highway Contract – Patti Reichert & Jim Brixey
- Dog Control & Kennel – George Williams & Jim Brixey
- Planning Board – George Williams & Patti Reichert
- Board of Appeals – Jim Douglas & George Williams

Deputy Supervisor

Whereas, Town Law Section 42 authorizes the Town Supervisor to appoint a **deputy** who, in the absence of the Town Supervisor shall be vested with all of the powers and may perform all of the duties of the supervisor;

Therefore, the Supervisor appoints Patti Reichert to be Deputy Town Supervisor at a salary of \$3,000 annually, plus mileage, paid quarterly.

Town Historian

Whereas, Arts and Cultural Affairs Law Section 57.07 requires that the Town Supervisor appoint a **Town Historian**;

Therefore, the Supervisor appoints **Carol Henry** as the Town Historian and **Donald Weber** as the Deputy Historian.

Town Bookkeeper

Whereas, Town Law Section 29(15) authorizes the Town Supervisor to appoint a **bookkeeper**;

Therefore, the Supervisor appoints **Jean Dewey** as the Town Bookkeeper at a salary of \$14,072 annually, paid monthly and **Gretchen Huizinga** as a **Clerk, Part Time** at \$13.00/hour, paid monthly.

R-11 Clm. Douglas moved, seconded by Clm. Reichert to adopt the above Resolution regarding Town Supervisor Appointments. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

Town Clerk Appointments

Whereas Town Law section 30 authorizes the Town Clerk to appoint **deputies**;

Therefore, the Town Clerk appoints **Carol Irizarry** as the Deputy Town Clerks, Deputy Tax Collector & Deputy Registrar of Vital Statistics at \$13.00/hour plus mileage paid monthly.

R-12 Clm. Reichert moved, seconded by Clm. Williams to adopt the above Resolution regarding the Town Clerk Appointments. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

Authorization of Parties for Town Financial Transactions

Whereas, Town Law Section 29 designates the Town Supervisor as the Town Treasurer,

Whereas, Town Law Section 42 grants the Deputy Town Supervisor the powers of the Town Supervisor in the absence of the Town Supervisor,

Therefore, be it resolved that the Town Supervisor shall be authorized to perform all financial transaction on behalf of the Town to include, opening and closing accounts, sign checks in the General Fund, the Highway Fund and the Trust and Agency Fund bank accounts,

Be it further resolved that the Deputy Town Supervisor shall be authorized to perform same transactions in the absence of the Town Supervisor,

Be it further resolved that in absence of both the Town Supervisor and the Deputy Town Supervisor, the Town Bookkeeper shall be authorized to sign checks specifically approved via email from either the Town Supervisor or the Deputy Town Supervisor, and

Be it further resolved that the Town Tax Collector and the Town Bookkeeper shall be authorized to make deposits on behalf of the Town of Candor.

R-13 Clm. Williams moved, seconded by Clm. Douglas to adopt the above Resolution regarding Authorization of Parties for Town Financial Transactions. Roll Call Vote: Strosahl-aye, Reichert-aye, Williams-aye and Douglas-aye.

M-1 Clm. Reichert moved, seconded by Clm. Williams to adjourn the Re-Organizational Meeting of January 8, 2021 at 2:07pm.