

2024 Organizational Meeting
Tuesday, January 9, 2024 @ 5:00 PM
Revised January 4, 2024

1. **5:00 PM Call to order**
2. **Setting dates and times for Regular Board Meetings 2nd Tuesday each month, Town Hall at 6 PM.**
3. **Accept agreement for expenditure of highway monies (284 agreement)**
4. **official undertaking for town officials**
5. **Set official banks for T.O.M**
 - : Canandaigua National Bank, Shortsville, N.Y.
 - Lyons National Bank, Farmington, N.Y.
6. **Official offices and salaries**
 - **SUPERVISOR:** \$26,000 annual
 - **SUPERVISOR'S BOOKKEEPER:** \$24,273 annual
 - **DEPUTY TOWN SUPERVISOR:**
 - **DEPUTY TOWN CLERK(S):** \$19.50
 - **DEPUTY HWY.SUPERINTENDENT:** \$12,360 annual
 - **TOWN HEALTH OFFICER:** No cost
 - **TOWN SAFETY OFFICER:** Currently Vacant (\$500 annual)
 - **OFFICIAL SIGNATURE:** Authorized Signature: Kevin Blazey & David W Phillips
 - **MILEAGE RATE:** \$.65 per mile
 - **BUILDING INSPECTOR (CEO):** \$63,683 annual
 - **BUILDING INSPECTOR (CEO):** \$44,133 annual
 - **REGISTRAR OF VITAL STATISTICS:**
 - **DEPUTY REGISTRAR OF VITAL STATISTICS:**
 - **SUB-REGISTRAR:** Currently Vacant
 - **ATTORNEY FOR THE TOWN:** Jeffrey Graff (\$150 per hour)
 - **OFFICIAL NEWSPAPER:** Daily Messenger, Canandaigua, N.Y.
 - **DOG ENUMERATOR:** N/A
 - **SOLE ASSESSOR, Full-time:** \$53,820 annual
 - **ASSESSOR AIDE:** \$19.50 per hour
 - **TOWN HISTORIAN:** \$1,875 annual
 - **ZONING/PLANNING TYPIST, (P/T):** \$19.50 per hour
 - **CONSTABLES, (P/T):** \$30.00 per hour
 - **TOWN COURT CLERKS (P/T):** \$19.50 per hour
 - **TOWN CLERK/TAX COLLECTOR:** \$56,650 annual
 - **DEPUTY TAX COLLECTOR:** \$19.50 per hour
 - **RECORDS MANAGEMENT DEPUTY CLERK:** TBD (\$15.00-20.00 per hour)
 - **COUNCIL MEMBERS:** (\$3,995 each for four members – annual)
 - **HIGHWAY SUPERINTENDENT:** \$40,181 annual

 - **WATER SUPERINTENDENT:** \$5,000 annual
 - **ASSISTANT to the WATER SUPERINTENDENT:** (\$2,500 annual)
 - **TOWN JUSTICES:** \$22,228 each annual
 - **BUDGET OFFICER:** \$3,788 annual

- **BOARD OF ASSESSMENT REVIEW:** William Strub, Chair; Judy Romeiser, Thomas Crowell Jill Blazey and Kathleen Allen. (Chair \$140 & Members \$120 per diem)
- **ZONING BOARD OF APPEALS:** Kenneth Blazey, Chairman; Len Bolton, Jessica Hemenway, Jacob Maslyn and Michael Blazey. (Chairman \$400 annual & \$45 per meeting all members)
- **PLANNING BOARD:** Scott VanAken, Chairman; Steve Buerman, Jefferey Flower, Lee Sanders, John Boeckmann, Tammy Worden, one seat open. (Chairman \$400 & \$45 per meeting all members)
- **AGRICULTURAL ADVISORY COMMITTEE:** Richard Maxwell, Chairman; Kurt Forman, Currently Vacant, Currently Vacant. (\$20 per meeting, per member)
- **TRANSFER STATION OPERATORS, (All Part Time):** \$16.50 per hour
- **RJ SCHOOL CROSSING GUARD(S) - (Part Time):** \$16.50 per hour
Fees are shared with the Villages of Manchester, Shortsville, and the Town of Manchester
- **HIGHWAY CLERK,** currently vacant (\$15.80 per hr.)
- **HIGHWAY/WATER CLERK: (Part Time)** \$9,850 annual
- **HIGHWAY:**
 - Public Works Maintenance Assistant (\$17.00-\$30.00 per hour)
 - Laborer, (Part Time) (\$18.21 per hour)
 - Highway Employee MEO Light (\$14.00-\$17.00 per hour)
 - MEO (\$15.00-\$26.91 per hour)
 - Laborer (Part Time with CDL) (\$18.75 per hour)
 - Heavy Equipment Mechanic, (\$29.12 per hour)
 - Laborer, (Full Time) (\$18.21 per hour)

7.COMMITTEE ASSIGNMENTS:

- a. Fire Districts: Matt Shannon, Scott DeCook – Chair.
- b. Public Works (building and grounds): Kevin Blazey, Matt Shannon – Chair.
- c. Zoning & Planning: Scott DeCook, Jaylene Folkins – Chair.
- d. Town Water Districts: Matt Shannon, David Phillips – Chair
- e. Personnel, Employee Handbook, Safety, Medical: Jaylene Folkins, Kevin Blazey-Chair

8. Resolution to approve 2024 Organizational Agenda Items with any changes

9. Discussion of 2024 Board Goals

10. Set Public hearing for Tax Cap Override 2025 Budget year, February 13, 2023.

11. Resolution for petty cash fund -Town Clerk, \$300; Water Collection, \$100. & Justice Offices, \$100 each

12. Resolution accepting Breach Notification Policy

13. Resolution renewing Credit Card Policy

14. Resolution renewing Emergency Response Plan

15. Resolution renewing Emergency Management Plan

16. Resolution renewing Fund Balance Policy

17. Resolution renewing Investment Policy

18. Resolution renewing Online Banking Policy

19. Resolution renewing Procurement Policy

20. Resolution accepting T.O.M. Employee Benefits 2024

21. Resolution accepting Vulnerability plan

- 22. Any other business**
- 23. Adjourn Organizational Meeting**

Next Meeting: Tuesday, February 13, 2023