
TOWN OF ATTICA
ORGANIZATIONAL MEETING MINUTES
JANUARY 6, 2025

AN ORGANIZATIONAL MEETING OF THE ATTICA TOWN BOARD WAS HELD AT 9 WATER STREET, ATTICA NEW YORK. THE MEETING WAS CALLED TO ORDER BY TOWN SUPERVISOR KEHL, AT 6 PM.

MEMBERS PRESENT: BRYAN KEHL- TOWN SUPERVISOR, GARY WYSKO- DEPUTY TOWN SUPERVISOR, GEORGE DIEHL- BOARD MEMBER, JUSTIN KIPFER- BOARD MEMBER, BRIAN FUGLE- BOARD MEMBER

ABSENT: LARRY DIEHL-HIGHWAY SUPERINTENDENT, JERRY TAYLOR- ZONING OFFICER

SUPERVISOR KEHL PRESENTED HIS AGENDA AND PROCEDURES FOR FUTURE MEETINGS TO THE BOARD.

THEY ARE AS FOLLOWS FOR ALL FUTURE MEETINGS:

PRIVILEGE OF THE FLOOR- THOUGHTS AND COMMENTS WILL BE LIMITED TO THREE-FIVE MINUTES.

POLICIES WILL NOT BE SET OR ISSUES VOTED ON DURING PRIVILEGE OF THE FLOOR, CORRESPONDENCE OR REPORTS. THEY WILL BE VOTED ON DURING OLD OR NEW BUSINESS.

ORGANIZATIONAL FORMAT FOR 2025:

1. BOARD MEETINGS WILL BE HELD ON THE 3RD MONDAY OF THE MONTH AT THE MUNICIPAL BUILDING, UNLESS OTHERWISE ADVERTISED. MEETINGS WILL BEGIN AT 7 PM, WITH THE BOARD WORKSHOP BEGINNING AT 6:30 PM.
2. THE BATAVIA DAILY NEWS IS DESIGNATED AS THE TOWN'S OFFICIAL NEWSPAPER AND THE ATTICA PENNYSAVER IS DESIGNATED TO BE USED FOR THE TOWN'S LOCAL INFORMATION.
3. AUTHORIZE THE SUPERVISOR TO USE LOCAL BANKS AS OFFICIAL DEPOSITORIES FOR THE TRANSACTION OF DAILY BUSINESS AND THE INVESTMENT OF SURPLUS FUNDS IN ACCORDANCE WITH THE FINANCIAL MANAGEMENT POLICY AS ADOPTED BY THE BOARD ON 12/12/92 TO INCLUDE NYCLASS INVESTMENTS
4. THE FOLLOWING TOWN OFFICERS SHALL RECEIVE SUCH SALARIES AS FIXED BY THE TOWN BOARD AND PAYABLE AT SUCH TIMES AS SPECIFIED.

<u>TITLE</u>	<u>AMOUNT</u>	<u>PAYABLE</u>
SUPERVISOR	\$8,000	BI-WEEKLY
TOWN CLERK	\$18,810.00	BI-WEEKLY
DEPUTY TOWN CLERK	\$17.00 PER HOUR	BY VOUCHER
ATTICA CORRECTIONAL CLERK	\$10.00 PER LICENSE	BY VOUCHER
WYOMING CORRECTIONAL CLERK	\$10.00 PER LICENSE	BY VOUCHER
TOWN JUSTICE (2)	\$6,460.00	QUARTERLY
TOWN BOARD (4)	\$2,871.00	QUARTERLY
HIGHWAY SUPERINTENDENT	\$70,000.00	BI-WEEKLY
BOOKKEEPER	\$14,371.00	BI-WEEKLY
DEPUTY BOOKKEEPER	\$17.00 PER HOUR	BY VOUCHER
TAX COLLECTOR	\$5,138.00	MONTHLY

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HISTORIAN	\$716.00	QUARTERLY
DEPUTY HIGHWAY SUPT.	\$29.00 PER DAY	PER CONTRACT

5. PAYMENT TO ZONING BOARD OF APPEALS MEMBERS AS FOLLOWS:

- A. CHAIRMAN \$35.00 PER MEETING
- B. SECRETARY \$35.00 PER MEETING
- C. MEMBERS ATTENDING \$30.00 PER MEETING

6. PAYMENT TO THE ASSESSMENT BOARD OF REVIEW MEMBERS AS FOLLOWS:

- A. CHAIRMAN \$100.00 PER MEETING
- B. MEMBERS ATTENDING \$100.00 PER MEETING
- C. SECRETARY \$100.00 PER MEETING

7. PAYMENT TO PLANNING BOARD MEMBERS AS FOLLOWS:

- A. CHAIRMAN \$35.00 PER MEETING
- B. MEMBERS ATTENDING \$30.00 PER MEETING
- C. SECRETARY \$30.00 PER MEETING

8. A RATE OF \$0.70 PER MILE IS ESTABLISHED FOR MILEAGE FOR TOWN BUSINESS. THIS IS THE IRS RATE FOR 2025.

9. THE FOLLOWING APPOINTMENTS WERE MADE BY SUPERVISOR KEHL:

BOOKKEEPER- JOANNE RIPSTEIN
DEPUTY SUPERVISOR- GARY WYSKO
HISTORIAN- BRIAN FUGLE
FIRE WARDEN- GEORGE DIEHL
INSURANCE COMMITTEE- GARY WYSKO AND JUSTIN KIPFER
REFUSE COMMITTEE- BRIAN FUGLE AND GEORGE DIEHL
YOUTH COMMITTEE- GARY WYSKO AND JUSTIN KIPFER
SENIOR CITIZEN COMMITTEE- GARY WYSKO AND BRYAN KEHL
ASSESSOR COMMITTEE- GEORGE DIEHL AND BRYAN KEHL
ZONING COMMITTEE- GARY WYSKO AND BRIAN FUGLE
PLANNING COMMITTEE- GEORGE DIEHL AND GARY WYSKO
HIGHWAY COMMITTEE- BRYAN KEHL AND GARY WYSKO
DEFERRED COMPENSATION PLAN- GARY WYSKO AND BRYAN KEHL
SPECIAL EVENTS COMMITTEE- JUSTIN KIPFER
AUDIT COMMITTEE- BRYAN KEHL AND GARY WYSKO
JUSTICE COMMITTEE- GEORGE DIEHL AND BRYAN KEHL
VILLAGE LIAISON- GARY WYSKO AND BRIAN FUGLE

10. TOWN CLERK KELLY MADE THE FOLLOWING APPOINTMENTS

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DEPUTY TOWN CLERK- TAMRA PESTLIN

ATTICA CORRECTIONAL CLERK- MARIANNE CLARK

WYOMING CORRECTION CLERK- JULIE WETZEL

11. SUPERVISOR KEHL MADE THE FOLLOWING APPOINTMENTS:

BOOKKEEPER- JOANNE RIPSTEIN

DEPUTY BOOKKEEPER- PATTI HERMAN

12. APPOINTED JERRY TAYLOR AS THE ZONING ENFORCEMENT OFFICER WITH AN ANNUAL SALARY OF \$2,7676.00 PAYABLE QUARTERLY

13. APPOINTED SHIRL CLARK AS DOG CONTROL OFFICER WITH AN ANNUAL SALARY OF \$941.00 PAYABLE QUARTERLY

14. APPOINT A DEPUTY DOG CONTROL OFFICER ON AN AS NEEDED BASIS

15. APPOINTED JANE CURTISS AS TOWN COURT CLERK WITH A SALARY OF \$20.00 PER HOUR PAYABLE BI-WEEKLY

16. APPOINTED AMANDA KELLY AS REGISTRAR OF VITAL STATISTICS WITH AN ANNUAL SALARY OF \$293.00

17. REGISTRAR AMANDA KELLY TO APPOINT DEPUTY REGISTRAR TAMRA PESTLIN

18. APPOINT SUPERVISOR BRYAN KEHL AS THE DELEGATE AND BOARD MEMBER BRIAN FUGLE AS THE ALTERNATE TO THE ANNUAL MEETING OF THE ASSOCIATION OF TOWNS.

19. SET ASSESSOR'S ANNUAL SALARY AT \$23,484.00 PAYABLE BI-WEEKLY

20. SET THE SALARIES OF SEASONAL HIGHWAYS EMPLOYEES AT THE RANGE OF \$18.00 TO \$26.00 PER HOUR TO BE DETERMINED BY THE HIGHWAY SUPERINTENDENT

21. AUTHORIZED HIGHWAY SUPERINTENDENT TO SPEND UP TO \$500.00 FOR NECESSARY REPAIRS OR THE PURCHASE OF SMALL TOOLS WITHOUT PRIOR BOARD APPROVAL, FOLLOWING THE GUIDELINES OF THE PROCUREMENT POLICY (RESOLUTION 04-05)

22. AUTHORIZED THE TOWN CLERK, JUSTICE DEPARTMENT, BOOKKEEPER, TAX COLLECTOR AND ASSESSOR TO SPEND UP TO \$200 FOR SUPPLIES OR REPAIRS WITHOUT PRIOR BOARD APPROVAL FOLLOWING THE GUIDELINES OF THE PROCUREMENT POLICY (RESOLUTION 04-05)

23. APPROVE THE FOLLOWING CONTRACTS AS PER THE 2023 BUDGET

A. ATTICA HISTORICAL SOCIETY \$1,600 ANNUALLY BY JUNE 30TH

B. VILLAGE RENTAL CONTRACT \$1,500 PER MONTH

C. ATTICA FIRE DEPARTMENT CONTRACT \$67,000 ANNUALLY PAYABLE AT MAY MEETING

AMBULANCE SERVICE \$10,000 ANNUALLY PAYABLE AT MAY MEETING

D. REFUSE TRANSFER STATION 25% OF TOTAL COST

E. AYA APPROPRIATIONS \$2,000 ANNUALLY BY JULY 1ST

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F. AYA APPROPRIATIONS \$9,000 ANNUALLY BY JULY 1ST

G. JMAC OFFICE RENTAL \$280 PER MONTH

24. AUTHORIZE SUPERVISOR TO USE AN ATTORNEY OF HIS CHOICE FOR TOWN LEGAL MATTERS ON AN AS-NEEDED BASIS AT AN HOURLY RATE NOT TO EXCEED \$140.00/HOUR

25. AUTHORIZE SUPERVISOR TO PAY ANY BILLS OFFERING DISCOUNTS PRIOR TO BOARD APPROVAL

26. APPOINT TOWN CLERK AMANDA KELLY TO ACT AS THE TOWN OF ATTICA'S RECORDS OFFICER WHOSE RESPONSIBILITY IS TO HANDLE ALL FOIL REQUESTS

RESOLUTION 2025-01

27. BOARD MEMBER KIPFER MADE THE MOTION TO APPROVE THE ORGANIZATIONAL FORMAT #1-26 AS PRESENTED, SECONDED BY BOARD MEMBER DIEHL AND THE FOLLOWING WAS ADOPTED

5- AYES 0- NAYS 0- ABSENT

28. SUPERVISOR KEHL ISSUED A COPY OF THE TOWN CODE OF ETHICS TO ALL BOARD MEMBERS AS WELL AS THE HIGHWAY SUPERINTENDENT, TOWN CLERK, TOWN BOOKKEEPER, TOWN TAX COLLECTOR, AND TOWN ASSESSOR. SUPERVISOR KEHL DIRECTED THE TOWN HIGHWAY SUPERINTENDENT TO POST A COPY OF THE CODE OF ETHICS AT THE HIGHWAY GARAGE

29. SUPERVISOR KEHL ISSUED A COPY OF THE TOWN PROCUREMENT POLICY TO THE DEPARTMENT HEADS

30. THE TOWN BOARD CONDUCTED THE ANNUAL REVIEW OF THE FOLLOWING PLANS AND POLICIES FOR THE TOWN:

- TOWN OF ATTICA EMERGENCY PLAN
- TOWN OF ATTICA SEXUAL HARASSMENT POLICY
- TOWN OF ATTICA EQUAL EMPLOYMENT OPPORTUNITY POLICY
- TOWN OF ATTICA HAZARD COMMUNICATION PROGRAM
- TOWN OF ATTICA SMOKING POLICY
- CODE OF ETHICS
- WORKPLACE VIOLENCE
- PROCUREMENT GUIDELINES (2/17/1992)

RESOLUTION 2025-02

31. BOARD MEMBER FUGLE MADE A MOTION TO REVIEW AND APPROVE THE FOLLOWING POLICIES AND PLANS SECONDED BY BOARD MEMBER WYSKO AND THE FOLLOWING WAS ADOPTED

5- AYES 0- NAYS 0-ABSENT

- TOWN OF ATTICA EMERGENCY PLAN
- TOWN OF ATTICA SEXUAL HARASSMENT POLICY
- TOWN OF ATTICA EQUAL EMPLOYMENT OPPORTUNITY POLICY
- TOWN OF ATTICA HAZARD COMMUNICATION PROGRAM
- TOWN OF ATTICA SMOKING POLICY
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-WORKPLACE VIOLENCE

-PROCUREMENT GUIDELINES (2/17/1992)

32. APPROVE 2025 SHARED SERVICES AGREEMENT

BOARD MEMBER DIEHL MADE A MOTION TO APPROVE THE SHARED SERVICES AGREEMENT SECONDED BY BOARD MEMBER KIPFER.

5-AYES 0-NAYS 0-ABSENT

33. THE TOWN CLERK ADVISED THE TOWN BOARD MEETING OF HER 2024 OFFICE HOURS AS FOLLOWS:

MONDAY- CLOSED, TUESDAY 9AM-2PM, WEDNESDAY 10AM-6PM, THURSDAY CLOSED, FRIDAY CLOSED, SATURDAY 9AM-12PM OR BY APPOINTMENT

NEW BUSINESS: DISCUSSED FURTHER OPTIONS IF REFUSE STATION CLOSES

RESOLUTION 2025-03

A MOTION WAS MADE TO APPOINT TIMOTHY F. MORAN AS ATTICA TOWN PROSECUTOR BY BOARD MEMBER WYSKO SECONDED BY BOARD MEMBER KIPFER AND THE FOLLOWING WAS ADOPTED.

5- AYES 0-NAYS 0-ABSENT

THE NEXT MEETING OF THE ATTICA TOWN BOARD WILL BE ON MONDAY, JANUARY 20, 2024 AT THE MUNICIPAL BUILDING 9 WATER STREET ATTICA, NY. THE WORKSHOP WILL BEGIN AT 6:30 PM, AND THE MEETING WILL BEGIN AT 7 PM.

MEETING ADJOURNED AT 6:48 P.M.

RESPECTFULLY,

AMANDA KELLY- TOWN CLERK