

Gaines Town Board Organizational Meeting

January 3, 2017

An Organizational Town Board Meeting of the Town of Gaines, County of Orleans and the State of New York was held at the Gaines Town Hall, 14087 Ridge Road, Gaines, New York on the 3rd day of January 2017 at 4:00PM.

PRESENT:	Carol Culhane	-----	Supervisor
	James Kirby	-----	Councilperson
	Richard DeCarlo	-----	Councilperson
	Mary Neilans	-----	Councilperson
	Sue Smith	-----	Councilperson
	Bruce Schmidt	-----	Town Justice
	Sharon Harding	-----	Town Clerk
	Andrew Meier	-----	Attorney for the Town

OTHERS PRESENT: Jerry Culhane

Supervisor Culhane called the meeting to order at 4:01PM with the Pledge to the Flag.

Resolution 1-17

APPROVAL OF PREPAYS

On a motion of Councilperson Smith, seconded by Councilperson Neilans the following resolution was

ADOPTED	Ayes	5	Culhane, Kirby, DeCarlo, Neilans, Smith
	Nays	0	

Resolved that the prepays for January will be paid as presented.

Resolution 2-17

2017 APPOINTMENTS

LEGAL SERVICES

Andrew W. Meier Esq. from Webster, Schubel and Meier, LLP will provide legal services as Attorney for the Town of Gaines renewing his annual contract for 2017 at the rate of \$7,800. The same rate as last year.

APPROVAL OF ENGINEERING SERVICES

Chatfield Engineers is approved to provide engineering services for 2017.

PREPAY BILLS

The Supervisor is authorized to pre-pay bills if due date is prior to the board audit to avoid late fees and penalties. List as follows:

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- Utility Bills
- Credit Card
- Vacation Pay
- Postage and Freight
- Payment to Federal, State and County Agencies
- Authorized Workshops or Schooling

AUDIT REPORT

The criminal and civil dockets of the Town Justice for 2016 having been duly examined with the monthly cash summary being viewed and the fines and fees have been turned over to the proper officials;

The records of the Town Clerk for 2016 having been duly examined and found all fees have been turned over to the proper officials;

The records of the Tax Collector for 2016 having been duly examined and found all fees have been turned over to the proper officials.

INSURANCE PLAN

Resolved that Town of Gaines will carry its liability insurance plan for property and vehicles through Albion Agencies, NYMIR insurance for a period of one year beginning in October 2016 and ending October 2017.

APPROVAL OF SCHOOLING

Schooling for Elected and Appointed Officials, when school pertains to respective jobs is duly authorized if funding was requested and approved in the 2017 budget.

Set Holidays for Town Office:

New Year's Day
Martin Luther King Day
Presidents Day
Good Friday
Memorial Day
July 3rd and July 4th
Labor Day
Columbus Day
Election Day
Veteran's Day observed on November 10th.
Thanksgiving Day
Day after Thanksgiving Day
Christmas

APPROVAL OF OFFICIAL UNDERTAKING

The approval of the Official Undertaking as to its form and manner of execution and the sufficiency of the insurance, as surety as prescribed by law.

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TOWN OF GAINES OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS CAROL E. CULHANE, of the Town of Gaines, County of Orleans, New York, has been elected to the Office of Supervisor of the Town of Gaines, and

WHEREAS, SHARON HARDING, of the Town of Gaines, County of Orleans, New York, has been elected to the Office of Town Clerk of the Town of Gaines, and

WHEREAS, SHARON HARDING, of the Town of Gaines, County of Orleans, New York, has been elected to the Office of Town Tax Collector of the Town of Gaines, and

WHEREAS, BRUCE R. SCHMIDT, of the Town of Gaines, County of Orleans, New York, has been elected to the Office of Town Justice of the Town of Gaines, and

WHEREAS, RONALD MANNELLA, of the Town of Gaines, County of Orleans, New York, has been elected to the Office of Superintendent of Highways of the Town of Gaines, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Gaines that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law;

and

This undertaking of the Town Supervisor is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Supervisor;

and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk;

and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector;

and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Justice;

and

The Town does and shall maintain insurance coverage, presently with NYMIR Insurance, in the sum of \$ 500,000.00 for the Tax Collector, Supervisor and Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered there under faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions. All other employees are covered at \$250,000.00 through fraudulent or dishonest acts committed by the officers, clerks and employees.

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SUPERVISOR'S APPOINTMENTS

DEPUTY SUPERVISOR – Mary Neilans
CONFIDENTIAL SECRETARY – Sharon Harding
BUDGET OFFICER – Carol E. Culhane @ \$2000.00 per year
BOOKKEEPER - Tim Hungerford

2017 APPOINTMENTS

HIGHWAY COMMITTEE - Highway Superintendent Mannella, Councilpersons DeCarlo and Kirby

WATER COMMITTEE - Water Superintendent Mannella, Councilman DeCarlo and Councilperson Neilans

FINANCE AND BUDGET COMMITTEE– Supervisor Culhane, Deputy Supervisor Neilans

ZONING COMMITTEE – Councilman DeCarlo and Councilperson Smith

AUDIT COMMITTEE – Supervisor Culhane, Councilman Kirby and Councilperson Smith

OFFICIAL DEPOSITORIES for funds (all accounts) shall be:

Five Star Bank 102 North Main St., Albion, NY

INVESTMENTS:

Five Star Bank 102 North Main Street, Albion, NY

OFFICIAL PUBLICATION shall be Batavia Daily News, Batavia, NY

FAIR HOUSING OFFICER – Sharon Harding

TOWN REGISTRAR – Sharon Harding @ \$932

DEPUTY TOWN CLERK – Debbie Mitchell @ \$12.75 per hour

WATER BILLING CLERK – Catherine Schmidt @ \$12.75 per hour

ZONING BOARD OF APPEALS AND PLANNING SECRETARY – Debbie Mitchell @ \$12.75 per hour

COURT CLERK – Maureen Kline \$15.06 per hour

WATER SUPERINTENDENT – Ronald Mannella @ \$ 18,669.00 per year

DEPUTY WATER SUPERINTENDENT –Mark Radzinski

CO-DEPUTY WATER SUPERINTENDENT –David Rustay

DEPUTY HIGHWAY SUPERINTENDENT –David Rustay

CO-DEPUTY HIGHWAY SUPERINTENDENT –Mark Radzinski

MEO – Mark Radzinski@ \$21.68 per hour

MEO/MECHANIC David Rustay - \$22.32 per hour

SEASONAL EMPLOYEES - \$ \$16.14

CLOTHING ALLOWANCE - \$500.00 per year for MEO's and HIGHWAY SUPERINTENDENT

CELL PHONE ALLOWANCE FOR HIGHWAY SUPERINTENDENT - \$500.00 per year

CELL PHONE ALLOWANCE FOR TOWN JUSTICE - \$500.00 per year

CELL PHONE ALLOWANCE FOR FULLTIME HIGHWAY EMPLOYEES - \$300.00/YEAR

ELECTION INSPECTORS - \$11.00 per hour

OFFICIAL MILEAGE shall be based on the federal rate which has been established at \$.535 per mile for 2017.

ZONING BOARD OF APPEALS ORGANIZATIONAL MEETING – Will take place on January 9, 2017

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ZONING BOARD OF APPEALS APPOINTMENT: Michael Grabowski term 12/31/2016 – 12/31/2021

ZONING BOARD MEMBERS shall receive \$25 per meeting attended

On a motion of Councilperson Smith, seconded by Councilperson Kirby the following resolution was

ADOPTED Ayes 5 Culhane, Kirby, DeCarlo, Neilans, Smith
 Nays 0

Resolved that the 2017 appointments are approved as presented.

REMINDER NEXT BOARD MEETING - JANUARY 10, 2017, 7:00PM

MOTION TO ADJOURN

On a motion from Councilperson Smith, seconded by Councilperson Neilans the motion was

ADOPTED Ayes 5 Culhane, Kirby, DeCarlo, Neilans, Smith
 Nays 0

Resolved that with no further business, the January 3rd, 2017 Organizational Town Board Meeting is adjourned at 4:36PM.

Respectfully Submitted,

Debra S Mitchell
Gaines Deputy Clerk