**1-7-2021– 2021 ORGANIZATIONAL MEETING**

1. The elected Town Officials are salaried for the year 2021 as per budget as follows:

|  |  |  |
| --- | --- | --- |
|  Supervisor Budget – Officer | James Depasquale | $31,811.00 $2,585.00  **$34,396.00** |
|  Council Members (4) | Gerald Pietraszek | $6,556.00 |
|  | Dave Arcara | $6,556.00 |
|  | Patricia Zurbrick | $6,556.00 |
|  | Jesse Hrycik | $6,556.00 |
|  Town Clerk | Christina KerlinHWY Clerk TypistVital Stats | **$26,224.00**$44,494.00$3,064.00$605.00**$48,163.00** |
|  Highway Supt. | Paul Clarkson | **$69,673.00** |
|  Town Justice (2) | Michael Schneider  | $13,192.00 |
|  | Martin McMahon | $13,192.00 |

 **$26,384.00**

1. Highway employee's salaries for 2021 as per contract are as follows:

MEO $28.69 hr. Motor Equipment Operators

MEO $43.02 hr. Overtime

1. Deputy highway Superintendent of highways will assume his duties during the absence or inability of the town superintendent of highways and be vested with all the powers and duties of the town superintendent as provided by law.

All town equipment such as keys, truck, phone & pertinent information containing to the duties of the job (access to computer, etc.) will be turned over to deputy in the Superintendents absence.

The compensation for this position will be as follows: Regular pay $28.69 plus $5 extra per hour for a rate of $33.69 per hour & overtime rate of $43.02 plus $7.50 extra per hour for an overtime rate of $50.52 per hour. A minimum of 1 hour will be compensated for all call outs, checking roads & etc.

1. RESOLVED THAT **Ronald Bennett** be appointed contractually as Attorney for the Town in accordance with Section 20 (2) (b) to serve as needed throughout the year of 2021 at a flat fee of **$12,000.00** for general municipal legal services and $195.00 per hour for court municipal litigation. One (1) year term ending December 31, 2021.
2. RESOLVED THAT **Brian Attea** be appointed as Town Prosecutor at a rate of **$120.00** per hour. **Ryan F. McCann Esq**. be appointed to Deputy Town Prosecutor at **$120.00.**
3. RESOLVED THAT **Steven Lehman** & **Paul Sobkowiak** be appointed Constables to the Justices for the year 2021. to be appointed as Assistant Constable when regular constables are not available. All constables to serve with compensation of **$20.79** an hour to be paid bi-weekly.

1. RESOLVED THAT **Mark Adamchick** be the Certified Public Accountant for the Town of Colden for the year 2021 a flat fee of **$7200.00** for AUD and Budget preparations and **$85.00** per hour for auditing books quarterly.
2. RESOLVED THAT **Christina Kerlin** be appointed as Highway Account Clerk Typist.
3. RESOLVED THAT **Dawn Martin** be retained as the town assessor at the rate of **$19,500.00** per year.
4. RESOLVED THAT Town **Clerk Kerlin** appoints **Deborah Jusiak** as Deputy Town Clerk at a salary of **$32,593.00.**
5. RESOLVED THAT **Supervisor DePasquale** appoints **Tammy Nuttle** as Secretary/bookkeeper to the Supervisor at a salary of **$32,593.00.**
6. RESOLVED THAT **Bernard Horschel** be appointed as Dog Control/Dog Census Officer with a salary of **$10,609.00** yearly to be paid bi-weekly. The DCO shall assume responsibility for preparing a monthly report to the Town Board on duties performed with full details according to town code. DCO shall submit and maintained an accurate town wide dog census through the year 2021.

RESOLVED THAT the **DCO** be authorized to accept and obtain all information and certificates pertaining to the licensing of a canine in order to release a seized canine to the owner outside of regular business hours. All information and certificates collected will be turned over to the Town Clerk on the next regular business day for processing.

1. RESOLVED THAT **John Kotlarsz** be appointed as Code Enforcement Officer in charge of Zoning & Enforcement with a salary of **$14,914.00** yearly to be paid bi-weekly.

RESOLVED THAT **Thomas Dziulko** be appointed to assistant Code Enforcement Officer / Fire Inspector regarding zoning, enforcement with the salary of **$9,500.00** yearly to be paid bi-weekly.

1. RESOLVED THAT **Greg Adams** be appointed Water Operator at a rate of

**$23.18** per hour as needed with no benefits. Employee to be paid at the first payroll following service rendered.

RESOLVED THAT **Ron Smith** be appointed as Water District Clerk at an hourly rate of **$17.91** per hour to be paid bi-weekly.

RESOLVED THAT **Ron Smith** be appointed as Assistant Water Worker at an hourly rate of **$13.84** per hour to be paid bi-weekly.

1. RESOLVED THAT **Kaylea Brautlacht** be appointed to Town Grounds/Maintenance Worker at a rate of **$20.00** per hour as needed with benefits. Employee to be paid at the first payroll following service rendered.
2. RESOLVED THAT **Jaime Richards** be appointed as court clerk with a wage of **$17.91** per hour paid bi-weekly.

RESOLVED THAT **Marie Falzone** be appointed as Court Clerk Assistant/Trainer with a wage of **$17.91** per hour paid bi-weekly.

RESOLVED THAT the **Court Stenographer** be appointed as Court Stenographer with a wage of **$110.00** for two hours worked and $65.00 for each additional hour to be paid contractually.

1. RESOLVED THAT **Kip Palmateer** be appointed as Recreation Supervisor at a yearly salary of **$12,579.00** to be paid bi-weekly with no benefits.

RESOLVED THAT **Tina Mary** be appointed as Recreation Assistant Supervisor at a yearly salary of **$6,290.00** to be paid bi-weekly with no benefits.

RESOLVED THAT **Carrie DePasquale** be appointed as Recreation Assistant Supervisor at a yearly salary of **$5,701.00** to be paid bi-weekly with no benefits.

1. RESOLVED THAT **Amy Brautlacht** be hired as part-time cleaner for the Senior Center and the Town Hall at a rate of **$14.26** per hour.
2. RESOLVED THAT **Brian Sudyn** be appointed as Disaster Coordinator and **Paul Clarkson** be appointed as Assistant Disaster Coordinator.

WAGES & SALARIES

RESOLVED THAT HOURLY EMPLOYEES be paid the following salaries, commencing January 1, 2021 to be paid bi-weekly unless otherwise noted:

**Skilled Laborers: $13.84 per hour**

**Recreation Workers: $12.50 per hour**

**Tennis Instructor: $16.88 per hour**

**Umpires & Referees: $12.50 per hour for Soccer and Baseball;**

 **$12.50 Hockey for Floor Hockey**

**Board of Assessment Review $12.50 per hr. or $50.00 a day for school/review (whichever greater)**

1. RESOLVED THAT **USI Insurance Service** be the insurance agent for the Town of Colden for the year of 2021.

RESOLVED THAT this Board approve as the form and amount the Employee’s Blanket Bond—which includes the offices of Supervisor & his Secretary, Highway Superintendent, Town Justices, Court Clerk, Town Clerk—Tax Collector, and her Deputy, Peace Officer, Councilmen, Youth Supervisors, Code Enforcement Officers, Dog Control Officer & Emergency Manager and Water Clerk.

RESOLVED THAT the regular monthly meeting of the Colden Town Board for the year of “2021”shall be held on the second Thursday of each month at **7:00 PM** for the regular time and date of the Town Board meeting unless otherwise resolved to change and that the October Board Meeting be held on October 7st and the November meeting be held on November 4th)

RESOLVED THAT any business to be brought to the attention of the Colden Town Board by any elected or appointed official or by the public be submitted for the agenda **72 hours** prior to a meeting.

RESOLVED THAT **the** **Springville Journal** be the official newspaper of the Town of Colden for the year 2021.

RESOLVED THAT **ALL BOARDS** receive a copy of the unapproved **Board Minutes (from all Town Boards)** for public review within **ten business days** from the date of such meetings. (Open Meeting Law 106) All Boards to receive a copy of the **agenda 48 hours** prior to the meeting.

RESOLVED THAT the Town Board will hold a work session the second **Thursday** of each month at **6 PM** at the Town Hall. If a work session is not necessary and the Town Board does not meet it will be posted on the front door of the Town Hall.

RESOLVED THAT **Christina Kerlin** be appointed as the Record Access Officer to accept and receive all **FOIL** requests

RESOLVED THAT the Town of Colden **Tax Assessor** be authorized to re-levy any unpaid water bills to be submitted prior to November 20th of each year

RESOLVED THAT warrants and abstract checks to be paid within terms of invoice or seven days of authorization.

RESOLVED THAT Bank of Holland be designated as the official depository for all Town of Colden funds.

RESOLVED THAT **Supervisor DePasquale** is authorized to endorse checks, withdraw or transfer funds with the Bank of Holland and **Patricia Zurbrick** is authorized to endorse checks in the event the Supervisor is absent.

RESOLVED THAT **Patricia Zurbrick** be appointed as Deputy Town Supervisor and is authorized to endorse checks and act on behalf of the Supervisor in the event the Supervisor is absent.

RESOLVED THAT **Tammy Nuttle** is hereby authorized by the Supervisor to obtain information and direct telephone transfers for all Town of Colden Checking and Savings accounts.

RESOLVED THAT the Investment Policy for the Town of Colden be adopted.

RESOLVED THAT the Procurement Policy for the Town of Colden be adopted.

RESOLVED THAT the **Supervisor** be authorized to invest any surplus monies and tax monies as prescribed by law, wherever most advantageous rates are available.

RESOLVED THAT pursuant to Section 118 of NY Town Law the Town Board authorizes payment of claims presented to the Town Board and such voucher shall be accompanied by a statement by the officer who originates the claim that he approves the claim and the services were actually rendered or supplied and the equipment actually delivered in lieu of the verification of the creditor.

RESOLVED THAT pursuant to Section 118 of NY Town Law the Town Board may permit the Supervisor to pay claims for public utilities, insurance, debt service, postage, freight and express charges, before they are audited or reviewed by the Town Board.

RESOLVED THAT the Highway Superintendent be requested to present with all vouchers, signed invoices showing who received what material and on what date.

RESOLVED THAT all officers be permitted to attend meetings of a legal nature and be reimbursed for the costs. Conferences should be told to the town board prior to attendance. Dues for national, state and county associations shall be paid by the Town of Colden from General Funds.

RESOLVED THAT all employee reimbursement requests are submitted within 60 days of said expenditures to be eligible for payment within the budgetary year.

RESOLVED THAT any official using his automobile on Town Business shall be reimbursed based on **$.575** per mile, upon submission of a duly executed voucher, stating the date, reasons for travel and the number of miles. That food allowance for employees who attend business meetings or seminars for the Town of Colden be allowed to $**70.00** per day. Food Allowance for NY City will be **$125.00** a day. Receipts will be required for reimbursement.

RESOLVED THAT Meals on Wheels volunteers for the Town of Colden be reimbursed based on **$.575** per mile, upon submission of a duly executed voucher, stating the date(s) and number of miles.

1. RESOLVED THAT the Tax Collector & Town Clerk retain a petty cash fund of **$100.00** each during 2021, Supervisor retain a petty cash fund of **$200.00** during 2021, Water District Clerk retains a petty cash fund of **$150.00**.

RESOLVED THAT the Town Clerk retain a petty cash fund of **$100.00** during 2021 for collection of Water District Payments.

RESOLVED THAT the Supervisor be authorized to pay the bills for all funds including payroll and the Town Board shall audit the bills every month prior to the Town Board meeting.

RESOLVED THAT the Supervisor shall submit to the Town Clerk within 60 days after the close of the fiscal year a copy of the report sent to the State Comptroller as required by Section 30 of the General Municipal Law; and thereafter a summary of such report to be published pursuant to law. Upon written request from the chief fiscal officer, the comptroller may extend the period for filing such report for an additional sixty days.

1. NEXT ITEMS ARE APPOINTMENTS & COMMITTEES

I appoint **Joseph Marron** as Town Historian at the yearly salary of **$788.00**

I appoint **David Arcara** as Affirmative Action Officer

Town Law Section 6 authorizes the Supervisor to appoint solely in his or her discretion, committees consisting of the members of the Town Board. Since the Supervisor has the discretion regarding the creation of these committees as well as appointments of the Town Board member, the Supervisor also has the discretion of which maters are referred to the committee.

**The following committees for the year 2021 appointed by the Supervisor:**

Buildings Councilman **Arcara**

Code Enforcement John Kotlarsz

Community Development Councilman **Zurbrick**

Dogs Councilman **Arcara**

Environment Councilman **Pietraszek**

Highway & Parks Superintendent **Clarkson/Councilman Arcara**

Insurance Councilman **Arcara**

Library Councilman **Hrycik**

Personnel & Training Coordinator Councilman **Zurbrick**

Planning Councilman **Hrycik**

Water District Councilman **Pietraszek**

Youth/Adult Recreation Councilman **Zurbrick**

1. RESOLVED THAT attendance at board sessions is an essential responsibility of board members. Failure to attend 70% of sessions is grounds for revocation of appointment.
2. RESOLVED THAT **Crystal Barrett** be appointed as Secretary of the Board of Assessment Review, Planning, Environmental & Zoning with a wage of **$17.91** per hour paid bi-weekly.

1. **Planning Boards (7 – 7 Year Appointments)**

**Meets the 3rd Tuesday of each month @ 7 PM**

Robert J. Walker December 31, 2024

Walter Kammer December 31, 2025

Andrew Gow December 31, 2027

Frank Hrycik December 31, 2021

Peter Newsom December 31, 2022

George Reinhardt December 31, 2023

Jacqueline May December 31, 2026

1. **Environmental Board (5 – 2 year Appointments)**

**Meets the 1st Tuesday of each month @ 7 PM**

Craig Bouguin December 31, 2021

Deborah Pasco December 31, 2022

Linda Antkowiak December 31, 2022

Ellen Eigenbrod December 31, 2021

Deborah Jusiak December 31, 2021

1. **Zoning Board (5 – 5-year Appointments). Meets the 3rd Thursday of each month @ 7 PM**

Andrew Geist December 31, 2022

Bernie Horschel December 31, 2021

Janet Dillsworth December 31, 2025

Shawn Webster December 31, 2023

Mark Bus December 31, 2020

1. **Board of Assessment Review (5 – 5 year Appointments) 4th Tuesday of May**

Jill Masset September 30, 2022

Megan Jarecki September 30, 2025

John Pasco September 30, 2025

Keith Van Lew September 30, 2024

Craig Bouquin September 30, 2021

1. **RESOLVED THAT** all Department Heads and Volunteer Board Chairman’s are to submit reports and/or requests to the Town Clerk within 72 hours prior to the monthly Town Board meeting. A representative from each department or board is encouraged to attend the monthly Town Board Meeting.