

**TOWN OF BALDWIN
JANUARY 9, 2019
2019 ORGANIZATIONAL MEETING
6:00 P.M.**

This 2019 Organizational Meeting of the Town of Baldwin was called to order by Supervisor Purvis.

Present: Supervisor Purvis, Councilwoman Purvis, Councilman Sherwood, Councilman Steiner and Councilman Collins.

Also present was Faith Marmor, Paul Tillotson, Marty Jerzak, Robin Rosekrans, Terie Huseby, Sherrill Collins and Mike Drake.

Resolution No. 1-2019 Rules of Procedure

1. **Meetings** – To be held on the second Wednesday of the month at 6:00 p.m. at the Town Hall, except October and November which will be held on the first Wednesday of the month. Other meetings held as needed or otherwise advertised.
2. **Agenda Items** – Any items needed to be included on the monthly agenda shall be provided to the Supervisor one week in advance of scheduled meeting. Emergency items may be added at the start of each meeting at the discretion of Town Board Members.
3. **Vouchers** – All vouchers being submitted for approval must be received by the Town Clerk no later than Tuesday the day before the meeting in order to be included on that meeting's abstract.
4. **Official Paper** – Star Gazette.
5. **Bank and Investment Policy** – Chemung Canal Bank and Supervisor may invest for maximum interest as allowed by Law.
6. **Blanket Bond, Liability, Multi-Peril and Public Official Liability** – Sprague Insurance, The Keller Group, Inc., Freeway Ins. Services of NY, Inc., Corning, New York.

*A Motion was made to accept **Resolution No. 1-2019 (1R-2019)**, by Councilman Sherwood, seconded by Councilman Steiner, All Ayes.*

Resolution No. 2-2019 Appointments and Payment Schedules for 2019

1. **New York State Building Code, Fire Protection and Zoning Officer** – Marty Jerzak, \$3,030.00 per year, paid monthly. May voucher for mileage.

2. **Deputy Supervisor** – Patrick Collins, no extra pay.
3. **Bookkeeper** – Barb Harding, \$5,000.00 per year, paid monthly.
4. **Accountant** – Barb Harding, \$15.00 per hour, paid by voucher.
5. **Town Hall Cleaning** – Paul Tillotson, \$50.00 per cleaning, twice a month unless determined by Town Board to be needed more frequently, paid by voucher.
6. **Highway Superintendent** – Paid \$44,942.00 per year/biweekly, with Medical and Dental/Vision Insurance and a \$26.00 biweekly payroll deduction for Health Benefits.
7. **Historian** – Mary Courtright.
8. **Standing Committees of the Town Board** – No extra pay, Supervisor serves as *ad hoc* member of all committees and Chairperson may request assistance from other Town Board Members to sit on committees.
9. **Zoning Board of Appeals** – Elizabeth Steiner and Barbara Earnest as Zoning Board of Appeals Members 01/01/2019 through 12/31/2022.
10. **Planning Board** - Sherrill Collins as Secretary, 01/01/2019 through 12/31/2022. Dwayne Cranmer as Planning Board Member 01/01/2019 through 12/31/2022.
11. **Board of Assessment Review** – No vacancies at this time.
12. **Dog Control Officer** – City of Elmira, \$2,650.00 annually, payable in monthly installments of \$220.83.

*A Motion was made to accept **Resolution No. 2-2019 (1R2-2019)**, by Councilman Sherwood, seconded by Councilman Collins, All Ayes.*

Resolution No. 3-2019 Salaries and Payment Schedules of Elected Officials

1. **Supervisor** – Russell Purvis, \$3,535.00 per year, to be paid monthly.
2. **Town Clerk** – Faith Marmor, \$10,000.00 per year, to be paid biweekly. May voucher for mileage.
3. **Town Justice** – Leon Tuttle, \$2,600.00 per year, to be paid monthly. The State will pay \$1,500.00 per year, directly to Leon Tuttle, over and above the Town's \$2,600.00 per year salary.

4. **Board Members/Council** – Paul Steiner, Adam Sherwood, Patrick Collins, and Nancy Purvis, \$826.00 per year, paid monthly.
5. **Tax Collector** – Chemung County Treasurer’s Office, Jennifer Furman, \$3,500.00 per year, to be paid monthly.
6. **Deputy Tax Collector** - Andrea Fairchild at no pay.

*A Motion was made to accept **Resolution No. 3-2019 (1R3-2019)**, by Councilman Collins, seconded by Councilman Sherwood, All Ayes.*

Resolution No. 4-2019 Employees and Rates of Pay

1. **Election Inspectors** – Paid by Chemung County Board of Elections and billed to the Town of Baldwin.
2. **Budget Officer** – Barb Harding, \$1,000.00 per year, paid monthly.
3. **Town Attorney** – John Mustico, \$5,000.00 per year budgeted, paid hourly, \$150.00 per hour, paid by voucher.
4. **Board of Assessment Review** – Members paid minimum wage for training and Grievance Day.

*A Motion was made to accept **Resolution No. 4-2019 (1R4-2019)**, by Councilman Steiner, seconded by Councilman Collins, All Ayes.*

Resolution No. 5-2019 Disabled Persons Permit Agent

As per New York State Vehicle and Traffic Law, the Town appoints Faith Marmor, Town Clerk, as Agent to issue permits to disabled individuals.

*A Motion was made to accept **Resolution No. 5-2019 (1R5-2019)**, by Councilman Sherwood, seconded by Councilman Collins, All Ayes.*

Resolution No. 6-2019 Reimbursement Policies

Town Officials may attend workshops and training sessions at the Town’s expense and must have prior Board approval to benefit their jobs as long as money is available in the budget.

Reimbursement for mileage to be \$.58 cents per mile for all Town Officials on Town business.

*A Motion was made to accept **Resolution No. 6-2019 (1R6-2019)**, by Councilman Steiner, seconded by Councilman Sherwood, All Ayes.*

Resolution No. 7-2019 Senior Citizen Tax Exemption

Resolve that senior citizens of the Town of Baldwin (over 65 years old) be granted partial Town Property Tax Exemption of 50% if income is \$10,000.00 or less.

*A Motion was made to accept **Resolution No. 7-2019 (1R7-2019)**, by Councilman Sherwood, seconded by Councilman Collins, All Ayes.*

Resolution No. 8-2019 Procurement Policy and Rules of Ethics

Whereas the Procurement Policy of 1992 has been reviewed, be it resolved the competitive bidding for all contracts over \$20,000.00 for Public Works and \$10,000.00 for Purchase Contracts and supplies as said policy.

Furthermore, the Highway Superintendent is authorized to spend up to \$800.00 per single purchase without prior approval as long as money is available in the budget and purchase is within the Procurement Policy provisions.

Furthermore, let it be resolved that all Officials and employees of the Town are aware of and have reviewed the Code of Ethics, adopted in 1970.

*A Motion was made to accept **Resolution No. 8-2019 (1R8-2019)**, by Councilman Collins, seconded by Councilman Sherwood, All Ayes.*

Resolution No. 9-2019 Jury Pay

Be it hereby resolved that Jury Pay will be \$2.00 per day if called and \$6.00 per day if served.

Town Clerk may have \$50.00 Petty Cash for making change.

Tax Collector may have \$50.00 Petty Cash for making change.

*A Motion was made to accept **Resolution No. 9-2019 (1R9-2019)**, by Councilman Sherwood, seconded by Councilman Steiner, All Ayes.*

Resolution No. 10-2019 Highway Pay and Benefits

Scott Burlew's per hour rate is \$18.50 plus \$.50 per hour rate for Deputy Highway Superintendent, paid biweekly, with Health and Dental/Vision Insurance and a \$26.00 payroll deduction biweekly for Health Benefits.

*A Motion was made to accept **Resolution No. 10-2019 (1R10-2019)**, by Councilman Sherwood, seconded by Councilman Collins, All Ayes.*

Resolution No. 11-2019 Dog License Fees

\$7.00 will be the Annual License Fee for an altered dog.

\$14.00 will be the Annual License Fee for an unaltered dog.

\$35.00 will be the annual charge for Pure Breed License, plus \$5.00 per dog fee.

*A Motion was made to accept **Resolution No. 11-2019 (1R11-2019)**, by Councilman Sherwood, seconded by Collins, All Ayes.*

Resolution No. 12-2019 Town Clerk Copy Fees

\$.50 cents will be the charge per photo copy.

\$10.00 will be the charge per Certified Copy of a Marriage Certificate.

*A Motion was made to accept **Resolution No. 12-2019 (1R12-2019)**, by Councilman Steiner, seconded by Councilman Sherwood, All Ayes.*

Resolution No. 13-2019 Standing Committees

1. **Highway Committee** – Report to Town Board on and oversee such issues as long range planning issues, priority settings for snow removal, CDL, drug and alcohol testing program, annual budgeting, equipment needs, maintenance and purchasing, creation of Personnel Policy Guide, taxpayer complaints, emergency contact person, and to coordinate with Road Superintendent.

2019 Appointee: Patrick Collins

*A Motion was made to accept **Resolution No. 13-2019(1) (1R13(1)-2019)**, by Councilman Sherwood, seconded by Councilman Steiner, All Ayes.*

2. **Public Welfare and Safety Committee** – Coordinate activities with Youth and Senior Citizen's Programs, oversee Parks Program and Maintenance. Compile Reimbursement Reports with County and State Agencies. Develop communications with Town of Baldwin's Fire Department and elected Fire Commissioners and their efforts in the Town of Baldwin's Fire District.

2019 Appointees: Patrick Collins and Paul Steiner

*A Motion was made to accept **Resolution No. 13-2019(2) (1R13(2)-2019)**, by Councilman Sherwood, seconded by Councilwoman Purvis, All Ayes.*

3. **Community Appreciation and Development Committee** – Present monthly reports of activities that show our appreciation of our community including but not limited to playground development and banner program development.

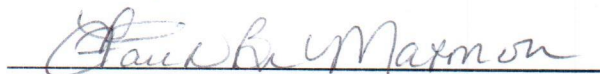
2019 Appointees:	Adam Sherwood	(report on playground)
	Patrick Collins	(report on banners)
	Nancy Purvis	(report on activities)

*A Motion was made to accept **Resolution No. 13-2019(3) (1R13(3)-2019)**, by Councilman Steiner, seconded by Councilman Collins, All Ayes.*

ADJOURNMENT

A Motion was made to adjourn the Organizational Meeting for 2019 until after the regular Town Board Meeting, by Supervisor Purvis, seconded by Councilman Sherwood, All Ayes.

Respectfully Submitted,



Faith B. Marmor, Town Clerk