

TOWN OF BENSON
LIST OF RESOLUTIONS ESTABLISHING TOWN BOARD PROCEDURE FOR 2014
ADOPTED AT THE 2014 ORGANIZATIONAL MEETING HELD ON JANUARY 2, 2014

RESOLUTIONS 01-14 thru

01-14

RESOLVED, that the Town Supervisor shall submit to the Town Clerk within sixty (60) days after the close of Fiscal Year a copy of the Annual Update Document to the State Comptroller of all town moneys received and disbursed by him throughout the year. (Town Law, Section 29; subdivision 10A)

02-14

RESOLVED, that the Town Highway Superintendent may purchase equipment, tools and implements for the Highway Department during the year 2014 without prior approval of the Town Board in an amount not to exceed \$1000.00 per occasion. (Highway Law, Section 142; subdivision 1 A)

03-14

RESOLVED, that all town highway employees and the Town Highway Superintendent shall be paid every two (2) weeks. A pay period runs from Sunday to Saturday, for a two-week cycle. Following the end of the pay cycle, the time cards are to be delivered by Monday. The employees will receive their checks the following Thursday.

04-14

RESOLVED, that salaries of all elected and appointed officials shall be fixed as to the amounts respectively specified in the Notice of Public Hearing upon Preliminary Budget of 2014, or as set by Local Law, and that said salaries shall be paid monthly.

05-14

RESOLVED, that a copy of the unapproved minutes of the most recent town meeting shall be prepared as soon as possible after said meeting and be in the hands of the Supervisor, each of the Councilpersons, and posted on the exterior bulletin board at Town hall within ten (10) days of said meeting.

06-14

RESOLVED, that any town officer or employee shall be compensated for the use of his or her automobile in the performance of his or her official town duties at the rate of \$0.565 per mile. (Town Law Section 116)

07-14

RESOLVED, that the Town Board has established the Office of Deputy Town Supervisor. (Town Law Section 42) The Supervisor appoints Elizabeth Snyder for 2014. There is to be no remuneration and are to be no fringe benefits associated with this appointment.

08-14

RESOLVED, that the Town Board has established the Office of Deputy Superintendent of Highways. (Town Law Section 32; subdivision 2) The Highway Superintendent appoints George Blowers for 2014. At such time as the Highway Superintendent is unable to perform his obligations and duties due to illness or emergencies, the Deputy Highway Superintendent shall fulfill all obligations and duties of the Highway Superintendent. For this performance of obligations and duties, the Town Board sets the hourly wage at current to be paid on the current payroll pertaining to the dates worked. Time worked shall be substantiated by a handwritten time card provided by the Deputy Highway Superintendent.

09-14

RESOLVED, that the Town Clerk appoints a Deputy Town Clerk. (Town Law Section 30; subdivision 10) The Town Clerk appoints Nancy Stortecky for 2014. There is to be no remuneration and are to be no

fringe benefits associated with this appointment.

10-14

RESOLVED, that the Town Board appoints Jeanne Cox as Registrar of Vital Statistics for 2014.

10-14 A

Resolved, that the Town Board appoints a deputy Registrar of Vital Statistics for 2014.
The Town Board appoints Nancy Stortecky.

11-14

RESOLVED, that the Town of Benson designates a Building and Fire Code Enforcement Officer who shall enforce the NYS Building Code. (Town Law Section 138; subdivision 1) The Town Board appoints Michael J. Stewart Code Enforcement Officer for 2014.

12-14

RESOLVED, that the Town Board appoints a Town Historian to collect and preserve materials relating to the Town and to work with the State and County Historians in performing the historical work of the Town. (Arts and Cultural Affairs Law; Section 57.07) The Town Board appoints John G. Stortecky Town Historian for 2014.

13-14

RESOLVED, that the Town Board appoints a Dog Warden/Animal Control Officer. (Agriculture and Markets Law; Sections 108, 115, 115a, 119, 120,122, 126) The Town Board appoints Cecil Blowers for 2014.

14-14

RESOLVED, that the Supervisor appoints a bookkeeper. The supervisor appoints Bookkeeping Plus, Elizabeth Snyder, for the year 2014.

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15-14

RESOLVED, that the Town Supervisor appoints a Budget Officer. (Town Law; Section 103; subdivision 2) The Town Supervisor appoints Phil Snyder for 2014.

16-14

RESOLVED, that the Town Board appoints a Health Officer. (Town Law; Section 103; subdivision 2) The Town Board appoints Robert A. Brandis, M.D. for 2014.

17-14

RESOLVED, that the Town shall pay the Association dues for 2014 for the following Associations: The Hamilton County and the Fulton County Associations of Highway Superintendents, The Association of Towns, Hamilton County Assoc. of Town Clerks.

18-14

RESOLVED, that all elected and appointed officials may attend seminars and educational schooling with prior Board approval and that payment of "actual and necessary" expenses in doing so be proper Town charges in 2014. If such are not State Mandated, they require Board approval.

19-14

RESOLVED, that the Town Board designates official newspapers of the Town. (Town Law; Section 64; subsection 11) The Town Board designates THE LEADER HERALD as primary official paper and the HAMILTON COUNTY EXPRESS as secondary official paper for 2014.

20-14

RESOLVED, that the Town Board approves, in advance of Audits of Claims, payment of Public Utility

Services, Postage Stamps, Postal Box Rent, Fuel Invoices with special payment terms, Health Insurance, NYS Retirement System moneys and other contractual expenses, and freight. (Town Law; Section 118; subsection 2)

21-14

RESOLVED, that all full time employees will be granted the following paid holidays: New Year's Day, Martin Luther King, Jr. Day* , Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans; Day, Thanksgiving Day, and Christmas Day.

- Town operations will not be closed this day; therefore, this is NOT a paid holiday. A day off, without pay, may be taken as an employee's option.

22-14

RESOLVED, that the Highway Department hourly wage for part time workers shall be set at the current Federal minimum wage, with a maximum of \$10.00 commensurate with ability.

23-14

RESOLVED, that the Town Board approves a fixed charge of \$0.25 per copy for use of the town-owned copier at the Town Hall.

24-14

RESOLVED, that a refundable deposit for use of the Town Hall is set at \$25.00 which is to be paid one full week in advance of use to keep the date for the facility open. The use of this facility is for residents/tax payers of Benson only. Any damages that may be incurred during the rented use that exceed the \$25.00 deposit are totally the responsibility of the person(s) renting and shall preclude the refund of any portion of the deposit. There shall be no consumption of alcoholic beverages at this facility. The Town Board-approved Smoking Policy applies to all town facilities.

25-14

RESOLVED, that anyone borrowing the town's tables and/or chairs shall sign a waiver relieving the town of any responsibility in the event of injury or injuries occurring through the use of the tables and/or chairs.

26-14

RESOLVED, that the Town Board designates NBT Bank-Northville as the official bank for the deposit of all moneys for the Town of Benson officers. (Town Law; Section 64; subdivision 1)

27-14

RESOLVED, that the Supervisor may invest surplus moneys in Certificates of Deposit, Money Market Certificates or savings accounts. (Town Law; Section 1)

28-14 RESOLVED, that the Regular Meeting of the Town Board, Town of Benson, shall be held the second Wednesday of each month and shall open at 6:00 PM. All Town Board Meetings shall be held in the Town of Benson Town Hall. (Town Law; Section 62)

29-14 RESOLVED, that the Meeting Schedule for 2014 shall be:

Organizational Meeting Jan. 2nd, 2014

Regular Meeting Wednesday Jan. 8th, 2014

Regular Meeting Wednesday Feb. 12th, 2014

Regular Meeting Wednesday Mar. 12, 2014

Regular Meeting Wednesday April 9, 2014

Regular Meeting Wednesday May 14, 2014

Regular Meeting Wednesday June 11, 2014

Regular Meeting Wednesday July 9th, 2014

Regular Meeting Wednesday August 13, 2014

Regular Meeting Wednesday Sept. 10, 2014

Regular Meeting Wednesday Oct. 8th, 2014
Regular Meeting Wednesday Nov. 12th, 2014
Regular Meeting Wednesday Dec. 10, 2013

A special meeting of the Town Board may be called by the Supervisor at any time by giving at least two days notice in writing to the other members of the board of the time and place where the meeting is to be held. (1980 Op. Atty. Gen. {Inf} 109; 18 Op. St. Comp. No 442).

In accordance with Public Officers Law 144, notice of all special meetings will be posted conspicuously in at least one public location and will be given to the news media at least seventy-two hours prior to the meeting, with the exception of an emergency meeting where the news media seventy-two hour notice does not apply. Where applicable, notice will be published in The Leader Herald. All Requirements of FOIL apply to all meetings held by the Benson Town Board.

30-14 RESOLVED, that, in some circumstances and only on a limited basis, those in attendance may be allowed to speak during a Regular meeting. These interruptions must follow certain protocol. The speaker must address the Chair, obtain permission to speak, speak in an orderly fashion and without profanity, and must limit his/her input to two minutes. Regular Meeting of the Town Board are expressly for the purpose of conducting necessary Town business. There is a Public Input section at the beginning of each meeting and again at the end of each meeting. Visitor's input should be limited to those times. Visitors wishing to have their comments read into the Minutes shall provide a short summary of their input in writing.

31-14 RESOLVED, that all complaints or inquiries shall be either presented in person at a Board meeting or shall be in the form of a letter sent to the Supervisor, Town Clerk, or any of the Councilpersons and shall be specific in nature and signed by the correspondent. All such complaints or inquiries, regardless of the nature of the subject matter or form of presentation, shall be acknowledged by the Board. If no action is taken, the correspondent will be apprised of that decision also.

32-14 RESOLVED, that all invoices and vouchers for payment shall be in the Supervisor's office by the Thursday prior to the next Regular Meeting in order to appear on the monthly Abstract.

33-14 RESOLVED, that the Supervisor establishes the following Committees for 2014: (Town Law; Section 63; subsection 13)

Highway/Transportation Committee: Douglas Gregor and John Shepard III

Buildings and Grounds Committee: Robert Cox and John Stortrecky

Cemetery Committee: Cecil Blowers, Phil Snyder, Jeanne Cox

Personnel Committee/Finance Committee: All board members at regular meetings or special meetings

Historian's Committee: Johnny Stortrecky

34-14 RESOLVED, that the Town Board appoints Johnny Stortrecky to the Hamilton County Advisory Board.

35-14 RESOLVED, that the Town Hall hours of operation for 2014 will be: Oct. thru March – except Jan. 12:00 to 2:30 PM and April thru Sept. 12:00 to 3:00 PM

36-14 RESOLVED, that the Town of Benson contract with the JAMES A. BRENNAN MEMORIAL HUMANE SOCIETY FOR 2014 as per resolution # 35-13.

37-14 RESOLVED, that the Town of Benson contract with the Village of Northville for Fire Protection for the year 2014.

38-14 RESOLVED, that the Town of Benson contract with the Town of Hope for the disposal of solid waste for the year 2014.

39-14 RESOLVED, that the Town of Benson contract with BIOCONSERVATION for insect control for the year 2014.

40-14 RESOLVED, that the Town of Benson renews insurance contract for the year 2014 which includes the NYMIR Policy and the CRIME Policy as offered by Mang Insurance Agency, Representative of NYMIR.

41-14 RESOLVED, that the Town of Benson renews insurance contract for the year 2014 covering flood insurance on the Town of Benson Town Barn as offered by Mang Insurance Agency, Representative of NYMIR

Motion to accept Resolutions 01-14 thru 41-14 inclusively moved by J. Shepard III, 2nd by Doug Gregor.

Vote: R. Cox – Aye J. Shepard – Aye
 D. Gregor – Aye P. Snyder – Aye
 J. Stortecky – Aye, contingent upon the stipulation that he is expecting more information on Resolution # 14-14.