

TOWN OF BENSON
LIST OF RESOLUTIONS ESTABLISHING TOWN BOARD PROCEDURE FOR 2016
ADOPTED AT THE 2016 ORGANIZATIONAL MEETING ON JAN. 6, 2016

01-16

RESOLVED, that the Town Highway Superintendent may purchase equipment, tools and implements for the Highway Department during the 2016 year without prior approval of the Town Board in an amount not to exceed \$1000.00 per occasion (Highway Law, Section 142; subdivision 1 A) having to do with the Town of Benson only.

02-16

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.

03-16

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 2016, or as set by Local Law, and that said salaries shall be paid monthly.

04-16

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.

05-16

RESOLVED, that the Highway Department hourly wage for part time workers shall be set at the current Federal minimum wage, with a maximum of \$12.00 commensurate with ability.

06-16

RESOLVED, that the Town Supervisor shall not 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 but instead send it electronically directly to the Comptroller's Office . (Town Law, Section 29; subdivision 10A)

07-16

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)

08-16

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

RESOLUTION 01-16 THRU 08-16 MOVED BY: D. Gregor SECONDED BY: J. Stortecky
VOTE: J. Stortecky – Aye, D. Chamberlain – Aye, J. Shepard III – Aye, D. Gregor – Aye
P. C. Snyder - Aye

09-16

RESOLVED, that the Town of Benson Town Board gives consent for the Supervisor to sign the following contracts for the year 2016:

The Village of Northville Fire Dept. for Fire Protection

The Town of Hope for the disposal of solid waste

The Town of Hope for Usage and Reimbursement for the mutual use of equipment and manpower

BTI for insect control

To renew Insurance contract which includes NYMIR Policy and the CRIME Policy as offered by Mang Insurance Agency, Representative of NYMIR.

To retain an attorney for the Town. Currently, Mrs. Prager for the retainer fee of \$500.00 and an hourly rate of \$100.00.

10-16

Resolved, that the Town shall pay the Association dues for 2016 or the following Associations: The Hamilton County and the Fulton County Associations of Highway Superintendents, The Association of Towns, Hamilton County Assoc. of Town Clerks.

11-16

RESOLVED, that the Town Board has established the Office of Deputy Town Supervisor. (Town Law Section 42) The Supervisor appoints Elizabeth Snyder for 2016. There is to be no remuneration and are to be no fringe benefits associated with this appointment.

12-16

RESOLVED, that the Town Board has established the Office of Deputy Superintendent of Highways.(Town Law Section 32; subdivision 2) The Highway Superintendent appoints Gary Stephens for 2016. At such time as the Highway Superintendent is unable to perform his obligation 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 \$14.00 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.

RESOLUTIONS 09-16 THRU 12-16 MOVED BY: J. Shepard III SECONDED BY: D. Chamberlain
VOTE: J. Stortecky – Aye, D. Chamberlain – Aye, J. Shepard III – Aye, D. Gregor – Aye
P. C. Snyder - Aye

13-16

RESOLVED, that the Town Clerk appoints a Deputy Town Clerk. (Town Law Section 30; subdivision 10)The Town Clerk appoints Nancy Stortecky for the year 2016. There is to be no remuneration and are to be no fringe benefits associated with this appointment.

14-16

RESOLVED, that the Town Board appoints Jeanne Cox as Registrar of Vital Statistics for 2016.

15-16

RESOLVED, that the Registrar of Vital Statistics appoints a Deputy Registrar of Vital Statistics. Jeanne Cox appoints Nancy Stortecky for 2016.

16-16

RESOLVED, that the Town of Benson designates a Building and Fire Code Enforcement Officer who shall enforce the NYS Building Codes. (Town Law Section 138; subdivision 1) The Town Board appoints Michael J. Stewart Code Enforcement Officer for 2016.

17-16

RESOLVED, that the Supervisor 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 Supervisor appoints Johnny G. Stortecky Town Historian for 2016.

18-16

RESOLVED, that the Town Board appoint a Dog Warden/Animal Control Officer. (Agriculture and Markets Law; Sections 108, 115, 115A,119,120,122,126) The Town Board appoints Dom Cusano for the year 2016.

19-16

RESOLVED, that the Supervisor appoints a bookkeeper. The Supervisor appoints Bookkeeping Plus, Elizabeth Snyder, for the year 2016.

20-16

RESOLVED, that the Town Supervisor appoints a Budget Officer. (Town Law; Section 103; subdivision 2) The Town Supervisor appoints Phil Snyder for 2016.

21-16

RESOLVED, that the Town Board appoints a Health Officer. (Town Law; Section 103; subdivision 2) The Town Board appoints Robert A. Brandis, MD for 2016.

22-16

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 newspaper of the Town and HAMILTON COUNTY EXPRESS as secondary official newspaper.

RESOLUTIONS 13-16 THRU 22-16 MOVED BY: P. Snyder SECONDED BY: J. Stortecky

VOTE: J. Stortecky – Aye, D. Chamberlain – Aye, J. Shepard III – Aye, D. Gregor – Aye
P. Snyder – Aye

23-16

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)

24-16

RESOLVED, that the Town of Benson contract with the JAMES A. BRENNAN MEMORIAL HUMANE SOCIETY for 2016 as per Resolution #35-13.

25-16

RESOLVED, that the Town Board appoints Johnny Stortecky to the Hamilton County Fire Advisory Board. Also appointed is Mr. Lewak for 2016.

26-16

RESOLVED, that the Regular Meeting of the Town Board of the Town of Benson, shall be held the second Wednesday of each month and shall open at 6:30PM. All Town Board Meetings shall be held in the Benson Town Hall. (Town Law; Section 62)

27-16

RESOLVED, THAT THE Meeting Schedule for 2016 shall be as follows:

Organizational Meeting Wednesday Jan. 6, 2016
Regular Meeting Wednesday Jan. 13, 2016
Regular Meeting Wednesday Feb. 10, 2016
Regular Meeting Wednesday Mar. 9, 2016
Regular Meeting Wednesday April 13, 2016
Regular Meeting Wednesday May 11, 2016
Regular Meeting Wednesday June 8, 2016
Regular Meeting Wednesday July 13, 2016
Regular Meeting Wednesday Aug. 10, 2016
Regular Meeting Wednesday Sept. 14, 2016
Regular Meeting Wednesday Oct. 12, 2016
Regular Meeting Wednesday Nov. 9, 2016
Regular Meeting Wednesday Dec. 14, 2016

28-16

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.

RESOLUTIONS 23-16 THRU 28-16 MOVED BY: D. GREGOR SECONDED BY: J. SHEPARD III
VOTE: J. Stortecky – Aye, D. Chamberlain – Aye, J. Shepard III – Aye, D. Gregor – Aye
P. Snyder – Aye

29-16

RESOLVED, that the Town Clerks hours of operation for 2016 shall be: 1st and 3rd Saturday of each month from 11:00AM to 2:00PM with the exception of January (tax collector's hours)

30-16

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 to the Supervisor, each of the Councilpersons, and posted on the exterior bulletin board at the Town Hall within ten (10) days of said meeting.

31-16

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

32-16

RESOLVED, that 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.

33-16

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.

34-16

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)

35-16

RESOLVED, that all elected and appointed officials may attend seminars and educational schooling with prior Board approval and the payment of "actual and necessary" expenses in doing so be proper Town charges in 2016. If such are not mandated, they require Board approval.

36-16

MEETING PROCEDURES:

A special meeting of the Town Board may be called by the Supervisor or any two members 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 a special meeting where the news media seventy-two hour notice does not apply. Where applicable, notice will be published in THE LEADER HERALD.

RESOLUTIONS 29-16 THRU 36-16 MOVED BY: J. Stortecky SECONDED BY : P. Snyder

VOTE: J. Stortecky – Aye, D. Chamberlain – Aye, J. Shepard III – Aye, D. Gregor – Aye
P. Snyder - Aye

37-16

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 Meetings 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.

38-16

RESOLVED, that all complaints or inquiries shall be either presented in person at a Board meeting 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. The correspondent will be apprised of that decision in writing also as per motion made July 9th, 2014.

39-16

RESOLVED, that the Supervisor establishes the following committees for 2016: (Town Law; Section 63; subsection 13)

HIGHWAY / TRANSPORTATION COMMITTEE

BUILDINGS AND GROUNDS COMMITTEE

CEMETERY COMMITTEE

PERSONNEL /FINANCE COMMITTEE: All board members at regular meetings or special meetings

LEGAL COMMITTEE

HISTORIAN'S COMMITTEE

Motion to accept Resolutions #37-16 to 39-16 MOVED BY: J. Shepard III SECONDED BY: P. Snyder

VOTE: J. Stortecky – Aye, D. Chamberlain – Aye, J. Shepard – Aye, D. Gregor – Aye,
P. Snyder - Aye

This is to certify that I, the undersigned Town Clerk of the Town of Benson, have compared the foregoing copy of resolution with the original minutes thereof and now remaining on file of record in my office, and that the same is a true and correct transcript of such original.

In testimony whereof I have hereunto set my hand and affixed the seal of the Town of Benson, this 6th day of January, 2016.

TOWN OF BENSON

Jeanne Cox, Town Clerk