

Present: Supervisor Sundet; Councilors Michael Hickey, Dale Maher, Gary Harrington, Michael Walker  
Town Clerk Cortney Rhinehardt  
Also Present: Mary Lesnau, Assessor; Kevin Davis, Highway Superintendent; Eric Mills, CEO

At 6:45 PM, Judge Kimberly Inman administered the Oath of Office to Vern Sundet, Supervisor; Cortney Rhinehardt, Town Clerk; Dale Maher, Councilor; Michael Walker, Councilor; and Kevin Davis, Highway Superintendent.

Organizational Meeting opened by Supervisor Sundet at 7:00 PM.

Supervisor Sundet opened the meeting with a brief Supervisor Report:

The Town is doing well. The Tax Levy was held at bay and the reserve fund is in good shape.

The proposed Zoning Law has stalled, trying to get it moving again.

Bookkeeper Ken Parrotte is enjoying the new payroll program. The new accounting program is beginning to be used as well.

Supervisor Sundet stated that although he will miss Councilor Davis, he feels that the Town has a good board and he is looking forward to a fresh start with the Highway Superintendent.

**PUBLIC COMMENT:** Mike Wood, Pinnacle Rd., Stated that he has major issues with the CEO Eric Mills. He feels that Mr. Mills is making his customers “jump through hoops” for a new home. Mr. Mills stated that he is only requiring that the homes are built to Code and if they are not, he will stop the work until the problems are fixed. Mr. Mills stated that he uses the 2010 Uniform Code and Energy Code Guide. Councilor Hickey asked if that was available to anyone. Mr. Mills stated that it is widely available, most easily accessed online. Mr. Wood stated that he did not have that book nor does he use a computer. Mr. Wood also stated that Mr. Mills is “nit-picking” his work. Mr. Mills rebutted with stating that he is only pointing out all the items that do not meet the code. Supervisor Sundet suggested that Mr. Wood come in for a meeting with himself and Mr. Mills to come to an agreement. They will meet on Friday, January 8<sup>th</sup> at 10 AM.

**RESOLUTION #1-2016 APPROVAL OF THE ORGANIZATIONAL ITEMS OUTLINED BELOW**, moved by Councilor Hickey, seconded by Councilor Harrington

**1. AUTHORIZATION TO BOND TOWN OFFICIALS**

RESOLVED, that the Town Board authorizes a blanket surety bond permitted by Section 11 of the Public Officers Law in lieu of individual undertakings as required by Section 25 of the Town Law, which indemnifies the Town for losses caused by failure to faithfully perform duties or by fraudulent or dishonest acts on the part of the Tax Collector, the Supervisor, and all other elected officials and employees for the year 2016 and 2017

**2. DESIGNATION OF DEPOSITORIES**

RESOLVED that the following depositories are authorized to be used by the Town Officials for two years 2016-2017:

Town Accounts – Pathfinder Bank

Tax Collector – Pathfinder Bank

Town Clerk - Pathfinder Bank

Town Court – Pathfinder Bank

**3. DESIGNATION OF OFFICIAL NEWSPAPER**

RESOLVED that the Official Newspaper of the Town of West Monroe for posting public notices for the next two years 2016-2017 will be the Syracuse Post Standard

**4. REIMBURSEMENT FOR MILEAGE FOR TOWN BUSINESS**

RESOLVED that Town Officials be reimbursed at the rate allowed by the United State Internal Revenue Service per mile (54 cents per mile as of 1 January 2016) from the Town Hall for the use of their personal vehicles while on town business during 2016

**5. TOWN MEETINGS/WORKSHOP**

RESOLVED that regular Town Meetings will be held at The Town Hall, 46 County Route 11 West Monroe NY 13167, the second Wednesday of each month starting at 7:00 PM

LET IT BE FURTHER RESOLVED the second Wednesday of every month at The Town Hall, 46 County Route 11 West Monroe NY 13167, bills will be audited starting at 6:30 PM

**6. WAGES/SALARY**

RESOLVED that wages will be as published in the 2016 adopted budget.

LET IT BE FURTHER RESOLVED that Highway department workers are paid in accordance to union contract that expires December 31 2016

**7. PROCUREMENT POLICY**

RESOLVED that the following procurement policy be adopted for the next two years 2016-2017

With the exception of highway any purchase over \$1500.00 requires pre-authorization by the Town Board.

Highway requires pre-authorization for purchases or repair in excess of \$5000.00 however purchases or repairs between \$1500.00 and \$5000.00 require notice be given to the Supervisor via e-mail.

Regardless of authorization requirement above, ALL purchases must adhere to the following requirement for competitive quotes.

| Procurements             | Verbal/E-mail/Internet search |   |   | Written Quotes |   | Competitive Bid |
|--------------------------|-------------------------------|---|---|----------------|---|-----------------|
|                          | 0                             | 2 | 3 | 2              | 3 |                 |
| Non Public works         |                               |   |   |                |   |                 |
| ≤ \$100                  | X                             |   |   |                |   |                 |
| > \$100 but ≤ \$500      |                               | X |   |                |   |                 |
| > \$500 but ≤ \$1,000    |                               |   | X |                |   |                 |
| > \$1000 but < \$5000    |                               |   |   | X              |   |                 |
| > \$5,000 but < \$20,000 |                               |   |   |                | X |                 |
| >\$20,000                |                               |   |   |                |   | X               |

| Procurements              | Verbal/E-mail/Internet search |   |   | Written Quotes |   | Competitive Bid |
|---------------------------|-------------------------------|---|---|----------------|---|-----------------|
|                           | 0                             | 2 | 3 | 2              | 3 |                 |
| Public works              |                               |   |   |                |   |                 |
| ≤ \$1,000                 | X                             |   |   |                |   |                 |
| > \$1,000 but ≤ \$5,000   |                               | X |   |                |   |                 |
| > \$5,000 but ≤ \$10,000  |                               |   |   | X              |   |                 |
| > \$10,000 but < \$35,000 |                               |   |   |                | X |                 |
| >\$35,000                 |                               |   |   |                |   | X               |

All quotes will be attached to the submitted voucher. Verbal quotes may be written on voucher with the company name, phone number and pricing obtained.

8. APPOINTMENTS

RESOLVED that the following appointments by the Town Board are hereby approved for two years 2016-2017:

- DEPUTY TOWN SUPERVISOR- Kelley Davis
- CODES/BUILDING OFFICER-Eric Mills
- DOG CONTROL OFFICER- Karen Ashley
- HISTORIAN- West Monroe Historical Society
- ENGINEER-Synapse Firm Paul Fisher
- ATTORNEY- Ferrara Firm Joseph Bufano
- DEPUTY HIGHWAY SUPERINTENDENT- Dennis Hyde
- HIGHWAY CLERK – Kelley Davis
- SEWER ADMINISTRATOR- Kevin Davis
- PARKS ADMINISTRATOR- Kevin Davis
- PLANNING BOARD- Tim Benson (5 YEARS)
- ZONING BOARD of APPEALS- Steve Reeves (5 YEARS)
- ASSESSOR CLERK- Tyler Rhinehardt
- REGISTRAR- Cortney Rhinehardt
- DEPUTY TOWN CLERK- Deborah Curriere
- DEPUTY REGISTRAR- Deborah Curriere

9. PETTY CASH FUND

RESOLVED that a petty cash fund of \$200.00 be established for the collection of taxes and \$100.00 for Town Clerk duties.

10. HOLIDAY SCHEDULES

RESOLVED the following holiday schedule will be in effect for 2016 calendar year

- Friday, January 1, New Year's Day
- Monday, January 18, Birthday of Martin Luther King, Jr.
- Monday, February 15, Washington's Birthday
- Monday, May 30, Memorial Day
- Monday, July 4, Independence Day
- Monday, September 5, Labor Day
- Monday, October 10, Columbus Day
- Friday, November 11, Veterans Day
- Thursday, November 24, Thanksgiving Day
- Monday, December 26, Christmas Day Observed

LET IT BE FURTHER RESOLVED the highway personnel holiday schedule is in accordance to their union contract

11. RULES OF ORDER

RESOLVED that the following Rules of Order be and the same are hereby adopted pursuant to Town Law, §63: Rules of Order of the Town Board of the Town of West Monroe

1. The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in debate.
2. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as follows:
  - a. Pledge of Allegiance
  - b. Approve prior meetings minute
  - c. Approve bills
  - d. Supervisor report
  - e. Open Board Forum
  - f. Public comments
  - g. Reports of officers and departments
  - h. Introduction of resolutions and motions.
3. Public Hearings: It shall be the duty of the Supervisor to preside at all general or special business hearings to instruct all persons addressing the Board to state their names and addresses and to request those in favor of the proposal before the Board to speak first and those in opposition to speak last. At such hearings the Board may by special rules prescribe the time to be allotted to each speaker and the number of times each speaker may speak.
4. At the close of the public hearing as provided for in paragraph "3" above, the Supervisor may grant any member of the general public in attendance at such meeting a reasonable opportunity to be heard on any question or subject in which the Town or its government is concerned.
5. Every resolution or motion must be seconded before being put to a vote by the Supervisor, and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
6. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
7. No member shall speak more than once on any questions until every member choosing to speak shall have spoken.
8. When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to a committee, or (d) to amend. These latter motions are neither amendable nor debatable.
9. No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.
10. A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.
11. If the above stated rules are, or become at any time, in conflict with the statutory law, the statutory law shall take precedence.
12. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.
13. Any persons speaking to the Board with the consent of the Supervisor shall address their remarks to the Board, not to other members of the audience in the form of a debate.

12. AUTHORIZATION FOR SUPERVISOR TO PRE-PAY CERTAIN CLAIMS:

RESOLVED that the Supervisor be authorized to pre-pay certain claims prior to audit of the vouchers for payment, as follows: public utility services, postage. All such claims are to be presented for audit at the next regular board meeting.

Vote of the Board is as follows:

**AYES-5                      SUNDET, MAHER, HICKEY, HARRINGTON, WALKER**

**RESOLUTION #2-2016 ENTER INTO EXECUTIVE SESSION TO DISCUSS THE APPOINTMENT OF THE YOUTH DIRECTOR**

moved by Supervisor Sundet, seconded by Councilor Maher

**AYES-5                      SUNDET, MAHER, HICKEY, HARRINGTON, WALKER**

The Board entered into Executive Session at 8:05 PM

Supervisor Sundet reopened the meeting at 8:40 PM.

Eric Mills, CEO addressed the board. He stated that the Town has no ordinances regarding fences on residential property. He feels there should be, and will present the Board with some options after he researches the issue further. He also told the Board he would like to update the website with fillable forms.

**RESOLUTION #3-2016 MOTION TO CLOSE THE ORGANIZATIONAL MEETING, moved by Supervisor Sundet, seconded by Councilor Hickey**

**AYES-5                      SUNDET, MAHER, HICKEY, HARRINGTON, WALKER**

The Meeting was closed at 8:45PM.