

**Town of Arcadia
Organizational Meeting 2022**

**January 3, 2022
4:00 PM**

The annual organizational meeting on January 3, 2022 had the following Town Board Members present: Supervisor VanLaeken; Councilman; Diamond, Greco, Pesciotti and Gerbig.

BANK DEPOSITORY

A resolution offered by Councilman Diamond seconded by Councilwomen Pesciotti that the Town Board hereby designates the Newark Office Community Bank NA, Citizen Bank, Newark Office of Lyons National Bank, Bank of America, JP Morgan/Chase as depository of all town funds both General and Highway. Funds which are not immediately needed shall be deposited in Certificate of Deposits or in day of Deposit to day of withdrawal saving accounts, depending on need of cash at Community Bank, NA, Lyons National Bank, Fleet, JP Morgan/Chase depending which Bank will pay the most interest. (Maximum amount of three million)

Vote_5__Yes ____NO

OFFICIAL NEWSPAPER

A resolution offered by Councilman Diamond seconded by Councilwomen Pesciotti that the Times of Wayne County, Macedon, New York, a weekly paper, is hereby designated as the official newspaper of the Town of Arcadia for the year 2022.

When circumstances arise requiring a form of Public Notice that must be published in the daily newspaper of general circulation within the Town, the Town Board hereby designates the Finger Lakes Times as the official newspaper of the Town of Arcadia in all such instances.

Vote_5__Yes ____NO

DATE OF REGULAR TOWN BOARD MEETING

A resolution offered by Councilman Diamond seconded by Councilwomen Pesciotti that the regular meeting of the Town Board of Arcadia be set for the 2nd Tuesday of the month, and this meeting is to be held in the Town of Arcadia Conference Room, 201 Frey Street Newark, NY at 7:00 PM for the year 2022.

Vote_5__Yes ____No

APPOINTMENT OF DEPUTY SUPERVISOR, CLERK TO SUPERVISOR AND ACCOUNT CLERK/ BUDGET OFFICER

Richard VanLaeken, Supervisor of the Town of Arcadia appoints Councilmen Greco Deputy Supervisor of the year 2022, and appoints Marsha Williams Clerk to the Supervisor and Sharon DeMarco as Account Clerk/Budget Officer for the year 2022.

Vote__5__Yes ____No

APPOINTMENT OF TOWN COUNSEL

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti the Law Firm of Boylan Code (David K. Hou of Counsel) as Town Counsel for the year 2022 on a fee basis of \$225.00 per hour.

Vote__5__Yes ____No

APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT

Thomas Kuhlman, Highway Superintendent appoints Matthew Westcott, Deputy Highway Superintendent for the Year 2022 and to receive \$1500.00. Dennis Briggs has been appointed EMO in charge of the shop for \$1000.00 for the 2022 year. Todd Wood is appointed MEO in charge of Town wide drainage projects and controls for \$1200.00 for the year 2022. Scott Devlin is appointed building and grounds maintenance for \$1000 for the year 2022. Councilman Diamond moved to approve the recommendation. Seconded by Councilwomen Piscioti

Vote__5__Yes ____No

TOWN HISTORIAN

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti Diamond that Chris Davis is appointed Town Historian for the Town of Arcadia for the year 2022.

Vote__5__Yes ____No

REGISTRAR OF VITAL STATISTIC AND DEPUTY

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that Diane Allerton of Newark, NY be appointed Registrar of Vital Statistics for the term January 1, 2022 to December 31, 2022, for both the Town of Arcadia and Village of Newark, and Sheryl Van Gee, Deputy Registrar for the Term January 1, 2022 to December 31, 2022.

Vote__5__Yes ____No

DEPUTY TOWN CLERK

The name of Sheryl Van Gee of Newark, NY submitted by Town Clerk Diane Allerton for acceptance as Deputy Town Clerk. Councilman Diamond moved to approve the recommendation. Seconded by Councilwomen Piscioti

Vote__5__ Yes ___No

2ND DEPUTY AND SUB REGISTRAR

The name of Brenda Westcott of Newark, NY submitted by Town Clerk Diane Allerton for acceptance as 2nd Deputy Town Clerk and Sub Registrar. Councilman Diamond moved to approve the recommendation. Seconded by Councilwomen Piscioti

Vote__5__ Yes ___No

BUILDING AND ZONING CODE ENFORCEMENT OFFICER APPOINTMENT

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti to appoint Edward DeWolf, Jr. as Zoning Enforcement Officer for the Town of Arcadia for the year 2022.

Vote__5__ Yes ___No

TOWN HEALTH OFFICER

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that Dr. daSilva MD, be appointed Town Health Officer for the year 2022.

Vote_5__ Yes___No

ANIMAL CONTROL OFFICER

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that Tracy Brown of Newark, NY be appointed Animal Control Officer for the Town of Arcadia for the year 2022.

Vacations and/or Sick Time –The Town Board will be responsible to find someone to fill in for Animal Control Officer.

Vote_5__ Yes___No

EXTRA CLERK HIRE

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that Supervisor VanLaeken be authorized to supervise the employment of all extra clerk hire. Heads of Departments are to request permission from the Supervisor before hiring extra help. The rate of pay for extra hire is established as follows: minimum of \$15.00 per hour. The head of each department is to stay within budget allotments.

Vote 5 Yes No

FIXING RATE OF MILEAGE FOR TOWN EMPLOYEES

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti pursuant to the provisions of Section 102 of the Town Law that each Town Officer and employee using his/her automobile for Town business shall be entitled to receive for such travel expenses the current prevailing IRS rate per mile, for each mile actually and necessarily traveled by him/her in the performance of the duties of his/her duties of his office or position. However, this to be subject to audit and ending of each trip and the nature of such business performed on such trip, including toll charges.

Vote 5 Yes No

MEAL ALLOWANCE

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti to authorize a Town Employee a meal allowance up to \$75.00 per day for his/her meals when an itemized receipt is provided to the town for reimbursement. Receipts for alcoholic beverages will be not be reimbursed.

Vote 5 Yes No

PERMISSION TO HIGHWAY SUPERINTENDENT

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that the Town Board of the Town of Arcadia has given its approval and does hereby authorize the Town Highway Supt. Pullen of the Town of Arcadia to purchase without prior approval such items as materials, tools, etc. in the amount not to exceed \$10,000.00 with approval of the highway committee.

Vote 5 Yes No

CLERK TO CODE OFFICER

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that Sheryl Van Gee be designated in the job title to clerk for the Code Enforcement Officer, and Clerk to the Planning and Zoning Board Meetings.

Vote 5 Yes No

TO HIRE EXTRA EQUIPMENT

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that the Town Board of the Town of Arcadia hereby authorizes the Town Highway Supt. Kuhlman to hire extra equipment in case of emergency to work on highways of the Town of Arcadia at a price not to exceed the hourly rate approved by the State Supt. of Public Works.

Vote 5 Yes No

PRICE FOR PURCHASE FOR SAND AND GRAVEL

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that the Town Board of the Town of Arcadia hereby authorizes the Town Highway Supt. Pullen to pay the several land owners at the rate of and not more than up to \$10.00 per yard for bank run gravel.

Vote 5 Yes No

BONDS

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that the following bonds be issued to cover the following names of Town Officers:

Richard VanLaeken	Deputy Supervisor	\$250,000.00
Sharon DeMarco	Account Clerk	250,000.00
Diane Allerton	Town Clerk	70,000.00
Sheryl Van Gee	Deputy Town Clerk	70,000.00
Brenda Westcott	2 nd Deputy Town Clerk	70,000.00
Thomas Kuhlman	Highway Supt.	70,000.00
Arthur Williams	Town Justice	70,000.00
Michael Miller	Town Justice	70,000.00
Marsha Williams	Justice Clerk	70,000.00
Kendra Kuperus	Justice Clerk	70,000.00
Sharon VerHeecke	Tax Receiver	\$3,091,478.08

Copies of the Bonds are filed in the office of the Town Clerk.

SUPERVISOR BONDS

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that the bond for Supervisor VanLaeken fixed at **\$3,091,478.08** fund. The original bond is to be filed with the Town Clerk, Newark, NY.

Vote 5 Yes No

ANNUAL SALARIES FOR PUBLIC OFFICERS FOR THE YEAR 2022

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that the maximum annual salaries of Town Officers for 2022 be fixed as follows and the Supervisor be directed to pay the salaries of each officer (bi-weekly) payroll for everyone in the manner provided by law;

Supervisor	\$23,569.00
Bookkeeper – Full Time	21.00/per hour
Account Clerk	42,000.00
Town Councilman (4 @ 5999.75)	23,999.00
Town Clerk	46,814.00
Receiver of Taxes	9,364.00
Town Justice (2 @ 18,202.00	36,404.00
Sole Assessor	65,000.00
Town Highway Supt.	76,000.00
Town Historian	1,255.00
Animal Control Officer	6,242.00
Code Enforcement	31,212.00
Court Clerk	36,414.00
Health Officer	1,500.00

Vote 5 Yes _____ No

HIGHWAY DEPARTMENT PERSONNEL

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that the Highway Dept. Personnel be paid up to the following hourly rates;

Motor Equipment Operator	\$26.04
Part Time MEO	\$15.00 – 20.00 ***
Full Time Highway Laborer	\$15.00 – 20.00 ***
New Personnel Full Time MEO	\$18.00 - 25.00 ***
Part Time Seasonal (student)	\$15.00

******Adjustable by the Town Board and Highway Supt. based on experience. ******

Vote 5 Yes _____ No

HIGHWAY PAY SCHEDULE

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that the Town of Arcadia Highway Dept. schedule a 40 hour regular work week and to continue to pay time and a half for all hourly employees over 40 hours per week.

EX: 4 days @ 10 hrs per day.

Vote 5 Yes _____ No

TOWN OFFICE PAY SCHEDULE

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti that the Town of Arcadia Town Office personnel Schedule a 32.5 hour work week.

EX: 5 days @ 6.5 hours per day.

Vote 5 Yes No

STANDING COMMITTEES

Committee Appointments as per Supervisor VanLaeken, First Names will be chairperson:

Landfill/Water Districts	Diamond/Gerbig
Highway.....	Gerbig/ Diamond
Legislation, Personnel & Salary	Pisciotti/Gerbig
Planning, Zoning Building, Trails & Grounds.....	Gerbig/Greco
Assessments and Insurance.....	Pisciotti/Diamond
Public Safety, Health and Fire.....	Greco/Pisciotti
Elections.....	Pisciotti/Diamond
Shared Services.....	Greco/Pisciotti

TAX RECEIVER TO INVEST MONEY

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti authorizing the Receiver of Taxes to deposit tax monies in an interest bearing account.

Vote 5 Yes No

UTILITY PAYMENTS

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti authorizing Supervisor/Bookkeeper to pay utilities, postage, freights and Health Insurance before Town Board Audit, per section 118. of Town Law.

Vote 5 Yes No

TEMPORARY ASSIGNMENT FOR JUDGES

Resolution was made by Councilman Diamond seconded by Councilwomen Piscioti to consent to temporary assignment of its Justices to preside in other City/Town/Village courts in the Seventh Judicial District as needed during the year 2022.

Vote 5 Yes No

PLANNING BOARD APPOINTMENT

Moved by Councilman Diamond seconded by Councilwomen Piscioti to reappoint John Shipley to the Planning Board for the term beginning January 1, 2022 – December 31, 2026

Vote 5 Yes _____ No

ZONING BOARD OF APPEALS APPOINTMENT

Moved by Councilman Diamond seconded by Councilwomen Piscioti to reappoint Tom Levis to the Zoning Board of Appeals for the term beginning January 1, 2022 – December 31, 2026

Vote 5 Yes _____ No

BOARD OF ASSESSMENT REVIEW APPOINTMENT

Moved by Councilman Diamond, seconded by Councilwomen Piscioti to appoint ----- to the Board of Assessment Review for the term beginning October 1, 2022 to September 30, 2026. (Helmuth Reinhardt Expires 9/30/22)

Vote 5 Yes _____ No

ENGINEERING FIRM DESIGNATE FOR 2022

Resolution offered by Councilman Diamond seconded by Councilwomen Piscioti to designate the Engineering Firm of MRB Group P.C., as Town Engineer for the Year 2022.

Vote 5 Yes _____ No

WAYNE COUNTY WATER AUTHORITY

Southwest Water Improvement Area, Water District Numbers 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17 and SW Water:

Water Service Connection	\$1600.00
Basic Service	\$ 25.00/Quarterly
Commodity Charge	\$4.85/1000 gal.

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti approving the Wayne County Water Authority schedule of charges for the Southwest Water Improvement Area and Water Districts Number 2,3,4,5,6,7,8, 9,10 11,12, 15,16 and 17.

Vote 5 Yes _____ No

PROCUREMENT POLICY

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti approving the current Town of Arcadia Procurement Policy.

Vote__5__Yes ____No

CODE OF ETHICS

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti approving the current Town of Arcadia Code of Ethics Policy.

Vote__5__Yes ____No

CAPITALIZATION POLICY

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti approving the current Town of Arcadia Capitalization Policy.

Vote__5__Yes ____No

INVESTMENT POLICY

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti approving the current Town of Arcadia Investment Policy.

Vote__5__Yes ____No

RETURN CHECK FEE

A resolution offered by Councilman Diamond seconded by Councilwomen Piscioti approving a return check fee up to \$35.00.

Vote__5__Yes ____No

STANDARD WORK DAY FOR ELECTED AND APPOINTED OFFICIALS

A resolution offered by Councilman Diamond, seconded by Councilwomen Piscioti to approve a standard workday for elected and appointed officials for the purpose of determining reportable days to the NYS Employees' Retirement System.

Vote__5__Yes ____No

CELL PHONE REIMBURSEMENT

A resolution offered by Councilman Diamond, seconded by Councilwomen Piscioti to approve cell-phone reimbursement to Supervisor, Town Clerk, Code Officer and Highway Superintendent in the amount of \$56.00 per month.

Vote__5__Yes ____No

CLOTHING ALLOWANCE

A resolution offered by Councilman Diamond, seconded by Councilwomen Piscioti to Approve a clothing allowance for the Arcadia Highway Workers in the amount of \$450.00 per year.

Vote__5__Yes ____No

Respectfully Submitted,
Diane Allerton
Town Clerk