

**KENDALL TOWN BOARD
2017 ORGANIZATIONAL MEETING
KENDALL TOWN BOARD**

Tuesday, January 3, 2017, 7:00 p.m.
Kendall Town Hall – 1873 Kendall Road, Kendall, New York 14476

Supervisor Cammarata called the meeting to order at 7:00 p.m., and led the Pledge of Allegiance.

ROLL CALL

Councilwoman Flow	present
Councilman Martin	present
Councilman Newell	excused
Councilwoman Szozda	present
Supervisor Cammarata	present

SUPERVISOR'S REMARKS

Written remarks submitted and read. See attached.

PUBLIC COMMENT

Al Lofthouse – asked if the surplus money referred to in Resolution 19 is in respect to the Hamlin-Kendall water dissolution money.

Supervisor Cammarata said, “Yes, among other monies” The H-K dissolution money is kept in a specific account at FiveStar Bank, set aside separately.

A decision about dispensation of those funds will be made after hearing from the State Comptroller's Office.

RESOLUTIONS

Flow made the following motion, seconded by Szozda:

RESOLUTION 1-0117- REAPPOINTING ANDREW MEIER AS ATTORNEY FOR THE TOWN OF KENDALL

Be it resolved to appoint Andrew Meier, ESQ as the attorney for the Town of Kendall for the year 2017. It is further resolved that the Supervisor is authorized to sign a legal services agreement for the year 2017 with Andrew Meier, ESQ on behalf of the Town of Kendall. Such legal agreement is to include a minimum retainer of \$700.00 per month and descriptions of rates for different types of services.

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Flow:

RESOLUTION 2-0117- REAPPOINTING PATRICK BOLTON AS CHAIRMAN OF THE ZONING BOARD OF APPEALS

Be it resolved to appoint Patrick Bolton as Chairman of the Zoning Board of Appeals for the Town of Kendall for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Szozda made the following motion, seconded by Martin:

RESOLUTION 3-0117- REPOINTING ANDREW KLUDT AS CHAIRMAN OF THE PLANNING BOARD

Be it resolved to reappoint Andrew Kludt as Chairman of the Planning Board for the Town of Kendall for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Flow made the following motion, seconded by Szozda:

RESOLUTION 4-0117- REAPPOINTING MICHELLE WERTH AS DIRECTOR OF YOUTH AND ADULT RECREATION

Be it resolved to reappoint Michelle Werth as Director of Youth and Adult Recreation for the Town of Kendall for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Flow:

RESOLUTION 5-0117- APPOINTING MEMBER TO THE YOUTH RECREATION COMMISSION

Be it resolved, to reappoint Deanna D'Agostino to the Town of Kendall Youth Recreation Commission for a three year term, expiring on December 31, 2019.

Supervisor Cammarata called for a vote, resulting in all ayes.

Szozda made the following motion, seconded by Martin:

RESOLUTION 6-0117- APPOINTING FRED CONRADT AS ADULT RECREATION REPRESENTATIVE

Be it resolved to appoint Fred Conradt, 17293 Sand Road, as Adult Recreation Representative for the Town of Kendall for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Flow made the following motion, seconded by Szozda:

RESOLUTION 7-0117- REAPPOINTING HEATHER BANKER AS TOWN HISTORIAN

Be it resolved to reappoint Heather Banker as Town Historian for the Town of Kendall for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Flow:

RESOLUTION 8-0117- REAPPOINTING AMY RICHARDSON AS WATER COLLECTIONS CLERK

Be it resolved to reappoint Amy Richardson as Water Collections Clerk (PT) to collect, record, and turn over monies collected for water usage by Water District 6 consumers for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Szozda made the following motion, seconded by Martin:

RESOLUTION 9-0117- REAPPOINTING CHARLES PATT AS CUSTODIAN FOR BEECHWOOD CEMETERY

Be it resolved to reappoint Charles Patt as Custodian for Beechwood Cemetery for the Town of Kendall at an annual salary of \$500.00 for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Flow made the following motion, seconded by Szozda:

RESOLUTION 10-0117- REAPPOINTING WALTER STEFFEN JR. AS CUSTODIAN FOR GREENWOOD CEMETERY

Be it resolved to reappoint Walter Steffen Jr. as Custodian for Greenwood Cemetery for the Town of Kendall at an annual salary of \$500.00 for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Flow:

RESOLUTION 11-0117- REAPPOINTING JESSICA MAIER AS COURT CLERK

Be it resolved to reappoint Jessica Maier as Court Clerk for the Town of Kendall for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Szozda made the following motion, seconded by Martin:

RESOLUTION 12-0117 REAPPOINTING NORM ST. JOHN AS BOOKKEEPER

Be it hereby RESOLVED to reappoint Norm St. John of 1203 Redman Road, Hamlin, New York, as bookkeeper for the year 2017 at a pay rate of \$18.00 per hour, up to a maximum of \$4,800.00. In addition, Tim Hungerford of Hungerford Vinton will remain as a consultant, on an as needed basis for 2017, at an hourly rate of \$75.00, not to exceed \$1,870.00.

Supervisor Cammarata called for a vote, resulting in all ayes.

Flow made the following motion, seconded by Szozda:

RESOLUTION 13-0117- REAPPOINTING EILEEN GRAH AS TOWN OF KENDALL LIBRARIAN

Be it resolved to reappoint Eileen Grah as the Town of Kendall Librarian for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Flow:

RESOLUTION 14-0117- REAPPOINTING PAUL HENNEKEY AS CODE ENFORCEMENT OFFICER

Be it resolved to reappoint Paul Hennekey as the Code Enforcement Officer for the Town of Kendall for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Szozda made the following motion, seconded by Martin:

RESOLUTION 15-0117- REAPPOINTING DANIEL STRONG AS DEPUTY CODE ENFORCEMENT OFFICER

Be it resolved to reappoint Daniel Strong as the Deputy Code Enforcement Officer for the Town of Kendall for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Flow made the following motion, seconded by Szozda:

RESOLUTION 16-0117- REAPPOINTING JAMES CARROLL TO THE POSITION OF BUILDING MAINTENANCE WORKER

Be it resolved to reappoint James Carroll to the position of Building Maintenance Worker for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Flow:

RESOLUTION 17-0117- DRUG AND ALCOHOL TESTING BY OCCU-STAR OF WESTERN NEW YORK

It is hereby resolved that the Superintendent of Highways is authorized to sign an agreement for the year 2017 with Occu-Star of Western New York for the Town of Kendall's CDL Drug and Alcohol testing.

Supervisor Cammarata called for a vote, resulting in all ayes.

Szozda made the following motion, seconded by Martin:

RESOLUTION 18-0117- NAMING THE BANK OF DEPOSIT AS FIVESTAR BANK

Be it resolved that FiveStar Bank is designated as the bank of deposit for the Town of Kendall for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Flow made the following motion, seconded by Szozda:

RESOLUTION 19-0117- DEPOSIT OF SURPLUS MONEY

Be it resolved that the Supervisor is authorized to deposit surplus monies in time deposit accounts where the greatest amount of interest can be secured.

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Flow:

RESOLUTION 20-0117- CONTRACTUAL BILLS AND INVOICES WITH DISCOUNT

It is hereby resolved that the Supervisor is authorized to pay all contractual bills and all invoices offering a discount, upon approval of the Department Head, and with proper vouchering procedure.

Supervisor Cammarata called for a vote, resulting in all ayes.

Szozda made the following motion, seconded by Martin:

RESOLUTION 21-0117- DELEGATION OF AUTHORITY TO SUPERVISOR

WHEREAS, the Town of Kendall must function between regular town board meetings and...

WHEREAS, Town Law, Section 29(16) specifically provides for the delegation of the power and duties of administration and supervision to the Supervisor and...

WHEREAS, it is understood that by such delegation of **the Town Board may not abdicate to the Supervisor or surrender to him the Board's basic statutory responsibilities...**

Now be it hereby RESOLVED, that the Town Board of the Town of Kendall hereby authorizes and delegates to the Town Supervisor powers and duties of day to day administration and supervision of all Town and Special District Facilities and employees, consistent with and in furtherance of any and all State and Federal laws applicable thereto, and with any and all local laws, resolutions, or policies hereto or hereafter adopted by this Town Board.

Supervisor Cammarata called for a vote, resulting in all ayes.

Flow made the following motion, seconded by Szozda:

RESOLUTION 22-0117- NAMING THE OFFICIAL NEWSPAPER

Be it resolved that the **Hamlin-Clarkson Herald (Westside News)** is designated as the official newspaper for the Town of Kendall for the year 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Szozda:

RESOLUTION 23-0117- ESTABLISHING THE REGULAR BOARD MEETING SCHEDULE

Be it resolved that regular meetings of the Town Board of the town of Kendall be held at the Kendall Town Hall, 1873 Kendall Road, on the third Tuesday of each month at 7:00 p.m.

Be it further resolved that the Town Clerk is directed to place a notice in the Official Newspaper to notify the public about the regular board meeting schedule.

Discussion: Councilwoman Flow asked the Clerk to pass this information to Jennifer banker to put on the website.

Supervisor Cammarata called for a vote, resulting in all ayes.

Flow made the following motion, seconded by Szozda:

RESOLUTION 24-0117- ESTABLISHING REGULARLY SCHEDULED CONFERENCE SESSIONS (WORKSHOPS)

WHEREAS, it is desired to provide opportunity for sufficient board member and public comment to define and develop the knowledge of, and content for, board resolutions in advance of regularly scheduled Town Board meetings and to advance strategy and responsibilities for Town Board courses of action, and to properly audit all claims for payment...

Now be it hereby **RESOLVED** that the Town Board of the Town of Kendall establishes and provides for regularly scheduled work sessions to occur on the first Tuesday of each month at 7:00 p.m., and on the Saturday preceding the third Tuesday of each month at 9:00 a.m.

Be it further resolved that the Town Clerk is directed to place a notice in the Official Newspaper to notify the public about the regularly scheduled conference session (workshop) schedule.

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Szozda:

RESOLUTION 25-0117- MILEAGE REIMBURSEMENT

WHEREAS, the Internal Revenue Service has set mileage reimbursement for the year 2017 at the rate of \$0.535 per mile...

Now be it **RESOLVED**, that \$0.535 per mile is established as the reimbursement rate for Town of Kendall Officials for mileage expenses while on Town Business.

Supervisor Cammarata called for a vote, resulting in all ayes.

Szozda made the following motion, seconded by Flow: (reading dispensed with)

RESOLUTION 26-0117- 2017 SALARY SCHEDULE

Be it resolved, to adopt this salary schedule for 2017:

**TOWN OF KENDALL
2017 SALARY SCHEDULE**

Supervisor \$8,400.00
Budget Officer \$1,600.00
Deputy Supervisor \$300.00
Councilperson (4) \$3,120.00

Justice 1 \$7,725.00
Justice 2 \$6,600.00
Court Clerk \$5,665.00

Assessor \$59,900 (shared with Town of Carlton)
Board of Assessment Review (4) \$130.00 each

Town Clerk \$28,428.00
Registrar of Vital Statistics \$500.00

Code Enforcement Officer \$12,000.00
Deputy Code Enforcement Officer \$8,400.00

Superintendent of Highways 51,250.00

Historian \$800.00

Youth Recreation Director \$8,125.00
Adult Recreation Director \$875.00

Zoning Board of Appeals
Chairman \$1,040.00
Members (4) \$840.00 each

Planning Board
Chairman \$1,450.00
Member (4) \$875.00 each
Orleans County Member \$110.00

Election Inspectors \$9.70 per hour
Training Class \$30.00 per session

Supervisor Cammarata called for a vote, resulting in all ayes.

Flow made the following motion, seconded by Martin:

RESOLUTION 27-0117- 2017 HIGHWAY WAGE SCHEDULE AND WORK AGREEMENT

Be it resolved that the following Salary Schedule and Work Agreement for the Highway Department be adopted for the year 2017 as submitted by the Highway Superintendent:

**TOWN OF KENDALL HIGHWAY DEPARTMENT
SALARY SCHEDULE AND WORK AGREEMENT FOR 2017**

The Town of Kendall Highway Department Employees will be paid on the following schedule for 2017:

Full Time Motor Equipment Operators (MEO) - from federal minimum wage up to \$20.20 per hour

Part Time Motor Equipment Operators (MEO-PT) - from Federal minimum wage up to \$13.36 per hour

Full Time Laborer - from Federal minimum wage up to \$11.74 per hour

Part Time Laborer- from Federal minimum wage up to \$11.70 per hour

Employees are to be paid biweekly for an 80 hour pay period. Time and one half (1-1/2) wages will be paid for overtime beyond forty (40) hours worked in each week.

Employees will be provided work clothes up to \$300.00 per year through a uniform service or reimbursement for employee purchases with documented receipts. The Town does not reimburse for sales tax paid.

Following completion of a two (2) month probation period, sick time benefits will be paid to full-time employees as follows:

1 st year of employment	up to five (5) days paid
2 nd year of employment	up to ten (10) days paid
3 rd year of employment	up to fifteen (15) days paid
4 th year of employment	up to twenty (20) days paid
5 th year of employment	up to twenty five (25) days paid

Beyond five (5) years: may accumulate one (1) additional day per month worked, up to a maximum of one hundred eighty (180) days paid.

A certificate from the employee's physician will be required after being sick for three (3) consecutive days for benefits to be paid.

Sick pay accumulation will NOT be paid out at retirement or termination.

Vacation time benefits will be paid to full time employees as follows and may NOT be carried over or accumulated into the next or subsequent years. The Highway Superintendent may deny specific dates for vacation because of workload requirements. Vacation time benefits as follows:

1st year of employment - may accumulate one (1) paid day of vacation for each month worked after completing a two (2) month probation period, (maximum 10 days)

2nd -10th year of employment - ten (10) days paid vacation

After ten (10) years of employment - fifteen (15) days paid vacation

The Highway Superintendent may deny specific dates for vacation because of workload requirements.

Holidays will be paid for Full Time Employees as follows:

New Year's Day, Martin Luther King's Birthday, Good Friday, Memorial Day, Fourth of July, Labor Day, Election Day, Veterans' Day, Thanksgiving Day, and Christmas Day. Saturday holidays will be observed on the Friday preceding the holiday, and Sunday holidays will be observed on the Monday following the holiday.

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Flow:

RESOLUTION 28-0117- AUTHORIZING ENGAGEMENT LETTER WITH RAYMOND F. WAGER, CPA, P.C.

BE IT RESOLVED that the Supervisor is authorized to sign an engagement letter with Raymond F. Wager, CPA, P.C. to have Raymond F. Wager, CPA, P.C. conduct a Government Audit and a Justice Audit for the Town of Kendall for the year ended December 31, 2016 in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the Single Audit Act Amendments of

1996; and provisions of OMB Circular A-133, and provisions of, and other procedures considered necessary to Raymond F. Wager, CPA, P.C. That said audits will be performed for a combined fee of \$7,100.00. Results of said audits will be available for the Town of Kendall on or about April 1, 2017. Justice audits will be available on or about August 1, 2017.

Supervisor Cammarata called for a vote, resulting in all ayes.

Szozda made the following motion, seconded by Martin:

RESOLUTION 29-0117- AUTHORIZING THE FILING OF A BLANKET UNDERTAKING

Be it resolved that the Kendall Town Board authorizes the filing of a blanket bond to indemnify all officers required to file an undertaking. It is further resolved that a certified copy of this resolution authorizing the blanket bond will be attached to the bond and filed in the County Clerk's office.

Supervisor Cammarata called for a vote, resulting in all ayes.

Flow made the following motion, seconded by Szozda:

RESOLUTION 30-0117- TO REVISE THE PER DIEM RATE FOR TOWN BUSINESS

WHEREAS, the Per Diem Rate for Town Business Policy has been created by Town Board Resolution 28-109 and...

WHEREAS, Resolution 25-0116 established \$0.54 per mile as the reimbursement rate for Town of Kendall Officials for mileage expenses while on town business during 2016, and ...

WHEREAS, after review of this policy by the Town Board, the following changes are recommended and designed to harmonize the Per Diem Rate for Town Business Policy with the establishment of the 2017 mileage rate,

Now, therefore, be it **RESOLVED** to make the following changes to the Per Diem Rate for Town Business Policy-

Item 4 now reads "**Transportation** – *The Internal Revenue Service has set mileage reimbursement for the year 2016 at the rate of \$.54 per mile.*",

to now read "**Transportation** – *the Internal Revenue Service has set mileage reimbursement for the year 2017 at the rate of \$0.535 per mile.*"

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Szozda:

RESOLUTION 31-0117 REQUIRING DEPARTMENT HEADS, BOARD CHAIRS, AND THE ENGINEER FOR THE TOWN TO OBTAIN ADVICE AND CONSENT OF THE SUPERVISOR TO ENGAGE THE ATTORNEY FOR THE TOWN

Be it RESOLVED that Department Heads, Board Chairs, and the Engineer for the Town shall obtain the advice and consent, through the Office of the Supervisor, or in his absence, the Deputy Supervisor, to engage the attorney for the town.

Supervisor Cammarata called for a vote, resulting in all ayes.

Szozda made the following motion, seconded by Flow:

RESOLUTION 32-0117 APPOINTING ANTHONY CAMMARATA AS THE FAIR HOUSING OFFICER

Be it RESOLVED that the Town Board appoints Anthony Cammarata to serve as the Fair Housing Officer for the Town of Kendall for 2017.

Supervisor Cammarata called for a vote, resulting in ayes: Martin, Flow, Szozda, and
abstain:Cammarata.

Flow made the following motion, seconded by Martin:

RESOLUTION 33-0117 APPOINTING LABELLA ASSOCIATES AS THE ENGINEERING FIRM FOR THE TOWN

Be it RESOLVED that the Town Board appoints LaBella Associates, DPC, 300 State Street, Rochester, New York 14614, as the engineering firm for the year 2017 for the Town of Kendall, New York.

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Flow:

RESOLUTION 34-0117 PAYCHEX AS PAYROLL SERVICE

Be it RESOLVED that the Town Board of the Town of Kendall authorizes Supervisor Cammarata to execute an agreement with Paychex for payroll services for the year 2017, cost not to exceed one thousand five hundred dollars (\$1,500.00), and subject to attorney approval as to form, content and legal compliance.

Supervisor Cammarata called for a vote, resulting in all ayes.

Szozda made the following motion, seconded by Flow:

RESOLUTION 35-0117 AGREEMENT WITH THE ORLEANS COUNTY OFFICE OF THE AGING FOR 2017

Be it RESOLVED that the Town Board of the Town of Kendall authorizes Supervisor Cammarata to negotiate and execute an in kind agreement with the Orleans County Office of the Aging

for use of building space in the Kendall Town Hall for the Orleans County Office of the Aging's Elderly Nutrition Program for 2017, subject to attorney approval as to form, content and legal compliance.

Supervisor Cammarata called for a vote, resulting in all ayes.
Flow made the following motion, seconded by Martin:

RESOLUTION 36-0117 REAPPOINTING FELICE D'AGOSTINO TO PLANNING BOARD

Be it resolved to reappoint Felice D'Agostino to the Planning Board for a five year term, such term expiring December 31, 2021.

Supervisor Cammarata called for a vote, resulting in all ayes.

Martin made the following motion, seconded by Szozda:

RESOLUTION 37-0117 COMPUTER/IT AGREEMENT

WHEREAS, the Town of Kendall is in need of certain computer and IT services and support on an ongoing basis, therefore, be it

RESOLVED, that the Supervisor is authorized to sign an agreement with C&H PC for the provision of such services for 2017, for the fee of \$1000.00, subject to review and approval by the Attorney for the Town as to form and content.

Supervisor Cammarata called for a vote, resulting in all ayes.

SUPERVISOR APPOINTMENTS FOR 2017

Budget Officer: Anthony Cammarata

Deputy Supervisor: M. Lynn Szozda

KENDALL TOWN BOARD STANDING COMMITTEES FOR THE YEAR 2017

Public Safety/Emergency Services & Occupational Safety Includes liaison with Fire Dept., Law Enforcement, Code Enforcement, OCHD, NYDEC, Workplace and Property safety for all locations and activities of the Town of Kendall. Chair Martin; Alternate: Flow; Dept. Head: Kruger

Highway Includes TOK Highway Dept., Orleans Co. Highway Dept., and NYSDOT. Chair: Martin; Alternates: Newell; Dept. Head: Kruger

Buildings & Grounds Includes the maintenance and upkeep of all town buildings, property and cemeteries. Chair: Martin; Alternate: Flow; Dept. Head: Kruger

Planning, Zoning and Agriculture Chair: Newell; Alternate: Szozda; Dept. Head: Kludt

Community Relations Liaison with Schools, Churches, Medical Office, and Service Clubs. Chair: Flow; Alternate: Szozda, Dept. Head: Richardson

Finance, Taxes and Special Districts: Chair: Cammarata, Alternate Szozda

Information Services including Computers Systems, Record Management, Copy Equipment, Document Format, Telephone system. Chair: Flow; Alternate: Newell; Dept. Head: Richardson

Employee Benefits Chair: Szozda, Alternate: Flow

Culture & Recreation Youth Programs, Adult Recreation, Library, History, Celebrations. Chair: Flow, Alternate: Szozda, Dept. Head: Werth

Human Resources & Ethics Including but not limited to Drug & Alcohol Testing, Substance Abuse, Related Counseling & Rehabilitation, Discrimination, Work Place Behavior, Conflicts in the Workplace, and Conflicts of Interest. Chair: Szozda, Alternate: Newell

With no further organizational business coming before the Board, Flow made a motion for adjournment, seconded by Szozda; all in favor. Meeting adjourned at 7:42 p.m.

Respectfully Submitted,

Amy K. Richardson,
Kendall Town Clerk