

Town of York
2025 Organizational Meeting
January 1, 2025
11:00 am

Present: Supervisor Gerald L. Deming, Councilmen: Frank Rose Jr, Amos Smith, Jason Swede and John Morgan

Absent: None

Others: Carl Peter and Kirk Richenber

Supervisor Deming opened the Organizational Meeting at 11:00 a.m.

GENERAL

RESOLUTION offered by Supervisor Deming and seconded by Mr. Smith to designate Tompkins Community Bank as the Official Depository of the Town of York in addition to NY Class. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to designate BBS Accounting LLC of Nunda, New York as the Towns' official accounting firm in addition to bookkeeping and payroll purposes. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to designate the Livingston County News as the Official Publication of the Town of York. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan to authorize the Supervisor to appoint a Clerk to the Supervisor, whose duties are to include Special Improvement Districts. Voted on and approved, Yes-5, No-0.

Supervisor Deming hereby appoints Patricia Barefoot as Clerk to the Supervisor.

RESOLUTION offered by Mr. Morgan and seconded by Mr. Smith to authorize the Supervisor to appoint a Deputy Supervisor. Voted on and approved, Yes-5, No-0.

Supervisor Deming hereby appoints Frank Rose Jr. as Deputy Supervisor.

RESOLUTION offered by Mr. Rose and seconded by Mr. Swede authorizing the Town Clerk to create additional Deputy Town Clerk positions, appointing (2) Deputy Town Clerks, subject to the approval of the Town Board. Voted on and approved, Yes-5, No-0.

I, Christine M. Harris, do hereby appoint Patricia Barefoot and Connie Burger as Deputy Town Clerks.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to approve the Deputy Town Clerks appointment. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan to create an additional Assistant Assessor position effective January 1, 2025, to be appointed by the Town Board later, for a period of one year, with the term expiring December 31, 2025. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Morgan and seconded by Mr. Rose to appoint Christine Harris as Tax Collector. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to appoint Christine Harris as Registrar of Vital Statistics. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to appoint a Deputy Registrar. Voted on and approved, Yes-5, No-0.

I, Christine M. Harris, hereby appoint Patricia Barefoot as Deputy Registrar.

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan to approve the Deputy Registrar appointment. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Morgan and seconded by Mr. Rose to appoint Carl Peter as Zoning/Code Enforcement Officer, term expiring December 31, 2025. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith for the Supervisor to appoint a Chairman to the Planning Board, term expiring December 31, 2025. Voted on and approved, Yes-5, No-0.

Supervisor Deming hereby appoints Joe McIlroy as Planning Board Chairman.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede for the Supervisor to appoint a Chairman to the Zoning Board of Appeals, term expiring December 31, 2025. Voted on and approved, Yes-5, No-0.

Supervisor Deming hereby appoints Dustin Geiger as Chairman of the Zoning Board of Appeals.

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan to appoint Stephen Gates as Town Historian. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Morgan and seconded by Mr. Swede to appoint YMCA as York/Leicester Youth Program Director. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to appoint Kimberly Reitz as P/T Justice Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to create (1) Town Constable position, for a period of one year, term expiring December 31, 2025 and to appoint the following as Town Constable: Francis Burger. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan setting the mileage allowance for Town Officials using their own vehicle on official town business at \$.70 per mile. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Morgan and seconded by Mr. Rose to approve the following schedule of regular meetings of the York Town Board 2nd Tues of the month at 7:00 pm:

January	7 th
February	11 th
March	11 th
April	8 th
May	13 th
June	10 th
July	8 th
August	12 th
September	9 th
October	14 th
November	5 th (Wednesday)
December	2 nd (7:00 p.m.) & 29 th (Year end close out mtg 4:00 pm w/no privileges)

Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith that pursuant to Section 12 Town Law, all vouchers for claims against the Town of York may be audited, allowed, and paid to include authorization on any prepaid or advance payments of audited claims upon approval by the Town Board. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede authorizing the Supervisor to open all bids. Voted on and approved, Yes-5, No-0.

HIGHWAY

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan authorizing the Highway Superintendent permission to appoint a Clerk to the Highway Superintendent, subject to the approval of the Town Board. Voted on and approved, Yes-5, No-0.

Supervisor Deming stated that Highway Superintendent Mr. Worden appoints Patricia Barefoot as Clerk to the Highway Superintendent.

RESOLUTION offered by Mr. Morgan and seconded by Mr. Swede to approve the appointment of Patricia Barefoot to the position of Clerk to the Highway Superintendent. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith allowing the Highway Superintendent permission to appoint a Deputy Highway Superintendent. Voted on and approved, Yes-5, No-0.

Supervisor Deming stated that Highway Supt., Mr. Worden will appoint his Deputy Highway Superintendent later in this meeting or at a future date.

**** Mr. Worden arrived at 11:15 am and appointed Bryan Scott as his Deputy Highway Superintendent.**

WATER/SEWER

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to appoint a Supervisor for Water & Sewer Personnel, for a period of one year, term expiring December 31, 2025. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan to appoint George Worden as the Supervisor of Water & Sewer Personnel. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Morgan and seconded by Mr. Rose allowing the Supervisor permission to appoint a Deputy Water/Sewer Supt. Voted on and approved, Yes- 5, No-0.

Supervisor Deming hereby appoints James Hodges as Deputy Water/Sewer Superintendent.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to appoint Christine Harris as York Water District Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to appoint Connie Burger as Water District Billing Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan to appoint Christine Harris as Sewer District Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Morgan and seconded by Mr. Rose to appoint Connie Burger as Sewer District Billing Clerk. Voted on and approved, Yes-5, No-0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to pay the Water/Sewer District Employees as follows: 50% by the Consolidated Water District and 50% by the Sewer Districts. Voted on and approved, Yes- 5, No-0.

SALARIES AND WAGES

RESOLUTION offered by Mr. Smith and seconded by Mr. Rose to approve the following salary and wage schedule for 2025. Voted on, Yes-5, No-0.

Supervisor	12,000.00 /year	Monthly
Clerk to the Supervisor	25.00 /hour	Biweekly
Town Clerk/Tax Collector	40,000.00 /year	Biweekly
Deputy Town Clerk	25.00 /hour	Biweekly
Registrar of Vital Statistics	2,500.00 /year	Biweekly
Deputy Registrar	25.00 /hour	Biweekly
Town Justice, (2)	10,250.00 /year	Monthly
Justice Clerk	20.00 /hour	Biweekly
Town Board Members (4)	6,180.00 /year	Monthly
Highway Superintendent	72,800.00 /year	Biweekly
Deputy Highway Supt.	Additional 2.00 /hour	Biweekly
Clerk to the Highway Supt.	25.00 /hour	Biweekly
Highway Employee (4)	32.64 /hour	Biweekly
Highway Shift Differential	.75 /hour	Biweekly
P/T Employees (HWY)	18.00 /hour	Biweekly
P/T Snow/Ice Removal	25.00 /hour	Biweekly
Supervisor/Water & Sewer Personnel	8,000.00 /year	Biweekly
Deputy W/S Supt	Additional 2.00 /hour	Biweekly
Water & Sewer Plant Employee (3)	32.64 /hour	Biweekly
Water/Sewer Consultant	25.00 /hour	Biweekly
Zoning & Code Enforcement Officer	18,000.00 /year	Biweekly
Senior Recycling Attendant (2)	18.50 /hour	Biweekly
Recycling Attendant	16.25 /hour	Biweekly
Assessor	26,000.00 /year	Biweekly
Assessor Services addressing	3,000.00 /year	Biweekly
Water District Clerk	5,650.00 /year	Biweekly
Water District Billing Clerk	20.00 /hour	Biweekly
Sewer District Clerk	5,775.00 /year	Biweekly
Sewer District Billing Clerk	20.00.00 /hour	Biweekly
Town Hall Custodian	5500.00 /year	Biweekly
Town Historian (1)	1,575.00 /year	Quarterly

Town Constable	17.00 /hour	Quarterly
Planning/Zoning Secretary	17.00 /hour	Quarterly
Planning Board Members	45.00 /per mtg.	
Zoning Board of Appeals Members	45.00 /per mtg.	
Board of Assessment Review Members	25.00 /hour	

Supervisor Deming made the following Committee Appointments:

Public Works:	Frank Rose (Chair) required min. 2 mtg/yr.
Recycling:	Jerry Deming (Chair)
Buildings:	Amos Smith (Chair)
Youth:	Jason Swede (Chair)
Emergency Services:	John Morgan (Chair)
Land Preservation & Alternate Energy	Amos Smith (Chair)
Salary & Negotiations:	Jerry Deming (Chair) + 1 Board Member
Festival/Town Promotions	Jason Swede (Chair)

EMPLOYEE HANDBOOK REVIEW:

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan per NYS Comptroller's Office a recommendation to review the Town of York employee handbook annually for the purpose of ensuring government compliance as well as fostering a positive work environment and employee relations. Upon viewing... Voted on and approved, Yes-5, No-0.

JUDICIAL:

RESOLUTION offered by Mr. Morgan and seconded by Mr. Rose that the Town Board of York, New York, County of Livingston, hereby consents to the temporary assignment of its justices to preside in other town courts in the Seventh Judicial District as need arises during the year 2025. Voted on and approved, Yes-5, No-0.

11:15 a.m.- Highway Supt., Mr. Worden arrived at this time.

RECORDS MANAGEMENT

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith that the Retention and Disposition Schedule for New York Local Government Records (LGS-01) issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for municipal government records, is hereby adopted for use by all Town officers in disposing of municipal government therein, and it is FURTHER RESOLVED that:

- a. The Town Clerk is hereby designated as the Town's Records Management Officer (RMO) and shall direct the Town's Records Management Program;
- b. Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records after they have met the minimum retention period prescription therein; and,
- c. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established time periods.

Voted on and approved, Yes-5, No-0.

BOARD APPOINTMENTS FOR JANUARY 1, 2025

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to offer public advertisement for appointed positions due to upcoming term expirations.
(Planning Board, Zoning Board of Appeals, Board of Assessment Review)
Voted on and approved, Yes-5, No-0.

POLICY ON PUBLIC ADDRESSING THE BOARD:

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan stating Town Law that it is the Supervisor's responsibility to set the agenda in addition to a meeting policy.

WHEREAS, the privilege must be scheduled in advance through the Town Office by 4pm Friday prior to the scheduled Town Board meeting date, as well as any handouts that will be part of the privileges of the floor, for that upcoming meeting.

WHEREAS, anyone wishing to address the Board will be granted **5** minutes if it corresponds to the item printed on the agenda at hand for which they have requested the privilege to comment. Voted on and approved, Yes-5, No-0.

PROCUREMENT POLICY:

RESOLUTION offered by Mr. Morgan and seconded by Mr. Rose to approve the existing Procurement Policy of the Town of York. Voted on and approved, Yes-5, No-0.

STANDARD WORK HOURS

RESOLUTION offered by Mr. Rose and seconded by Mr. Smith to set the standard work hours for each Town of York position for the year 2025 as required by New York State, as follows:

<u>Position</u>	<u>Standard Hours</u>
Clerk to the Supervisor	6
Deputy Town Clerk	6
M.E.O.	8
Town Clerk	6
Water/Sewer Operator	8
Recycling Attendant	6
Laborer Part Time	6
Water District Clerk	6
Clerk Part Time	6
Supervisor	6
Town Board	6
Justice	6
Water/Sewer Operator Director	8
Clerk to the Town Justice	6
Sewer District Clerk	6
Custodian	6
Zoning Office Part Time	6
Assessor	6
Highway Superintendent	8
Historian	6
Recreation Aid	6

Voted on and approved, Yes-5, No-0.

PETTY CASH AUDIT

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to approve the Water and Town Clerk Petty cash audits submitted by Clerk Harris. Voted on and approved, Yes-5, No-0.

** The audit was conducted prior to the start of the Organizational Meeting by Supervisor Deming and Councilman Smith.

OTHER

FOIL/Records Subject Matter List

Clerk Harris presented to the Board a list of records from each of the Town of York Departments, for FOIL purposes. Ms. Harris explained it would be beneficial to have such listing of records on the Town website for any/all persons wishing to seek documentation in order to know which department to inquire from and what is on file.

RESOLUTION offered by Mr. Smith and seconded by Mr. Rose to approve the FOIL-Records Subject Matter List presented. Voted on and approved, Yes-5, No-0.

TOWN OF YORK FOIL- RECORDS SUBJECT MATTER LIST Inner Office & Vault Files

Town Clerk

- Minutes of all Town Board meetings and committees
- Historical Records
- Vital Statistic Records (birth, marriage and death)
- Insurance Records
- Bonds
- Contracts (Water, Sewer projects, etc.)
- Local laws and Ordinances
- Audits and Financial Reports
- Dog Records (Licenses, complaints)
- Abandon Cemetery records
- Burial permits
- Election records
- Public Notices
- Litigation and Legal Proceeding Records
- Parking Permits (Permanent & Temporary)
- Policies and Procedures
- Freedom of Information Law requests (FOIL)
- Yearly Budgets
- Town Clerk End of the Month reports
- Licenses and Permits
- Government Officials list
- Town Property files (Deeds & Easements)
- Inter-Municipal Agreements
- Oaths of Office
- Abstracts and Vouchers

Tax Collector

- Tax Payment Records
- Tax Rolls
- Property Owners listings
- Reports

TOWN OF YORK
FOIL- RECORDS SUBJECT MATTER LIST
Inner Office & Vault Files

Justice Court

- Civil and Criminal Case Files (active and closed)
- Court Calendar
- Fiscal Records
- Traffic violations records

Supervisor (Financial)

- Correspondence Files
- Personnel Files
- Bank Account Records
- Bond Records
- Budget Records
- Payroll Records
- Financial Reporting
- Time Sheets

Highway

- Purchasing Records for equipment and materials
- Mileage & repair records for town owned vehicles/equipment
- Fuel Records
- Daily Work Records
- Time and Attendance documentation

Building Department

- Building permits, surveys, building plans, copies of permits and Certificates of occupancy, inspection records, and violation notices
- Zoning Files (requests for zoning changes, neighboring municipalities as well as neighboring properties to town owned parcels)
- Mileage and activity records
- Applicable state codes (plumbing, building)
- Application forms

TOWN OF YORK
FOIL-RECORDS SUBJECT MATTER LIST
Inner Office & Vault Files

Assessor

- Assessment records for all properties located within the town
- Assessment rolls
- Tax Maps
- Equalization Rate Records
- Forms
- Exemption Records
- Grievance Records

Planning Board

- Files regarding subdivisions, lot line changes and site plans
- Files contain surveys, engineering plans, application forms, etc.
- Minutes of Planning Board meetings
- Resolutions of Planning Board
- Town Maps

Zoning Board of Appeals

- Files pertaining to Zoning Board of Appeals. Files include copies of surveys, building plans, reports, building permit applications.
- Minutes of Zoning Board of Appeals
- Resolutions of Zoning Board of Appeals
- Town Zoning Map

** INTRODUCED: January 1, 2025

** To be reviewed yearly.....

MINUTES

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to approve the minutes of the December 27, 2024 Close-out meeting. Voted on and approved, Yes-5, No-0.

ADJOURNMENT

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to adjourn the Organizational Meeting at 11:20 a.m. Voted on and approved, Yes-5, No-0.

Respectfully Submitted,
Christine M. Harris
Christine M. Harris, Clerk