

Town of York  
2026 Organizational Meeting  
January 1, 2026  
11:00 am

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

Absent: none

Others: Carl Peter, Kirk Richenberg

Supervisor Deming opened the Organizational Meeting at 11am.

**GENERAL**

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

I, Tara Johnson, do hereby appoint Patricia Barefoot and Connie Burger as Deputy Town Clerks.

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

RESOLUTION offered by Mr. Rose and seconded by Mr. Morgan to create an additional Assistant Assessor position effective January 1, 2026, to be appointed by the Town Board later, for a period of one year, with the term expiring December 31, 2026. Voted on and approved, Yes- 5, No- 0.

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede to appoint Tara Johnson as Tax Collector. Voted on and approved, Yes- 5, No- 0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan to appoint Tara Johnson as Registrar of Vital Statistics. Voted on and approved, Yes- 5, No- 0.

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

I, Tara Johnson, appoint Patricia Barefoot as Deputy Registrar.

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

RESOLUTION offered by Mr. Smith and seconded by Mr. Morgan to appoint Carl Peter as Zoning/Code Enforcement Officer, term expiring December 31, 2026. Voted on and approved, Yes- 5, No- 0.

RESOLUTION offered by Mr. Morgan and seconded by Mr. Smith for the Supervisor to appoint a Chairman to the Planning Board, term expiring December 31, 2026. 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, 2026. 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. Morgan and seconded by Mr. Smith to appoint Steve Gates as Town Historian. Voted on and approved, Yes- 5, No- 0.

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan 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. Morgan to appoint Kim 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, 2026 and to appoint the following as Town Constable: Mary Mayes. Voted on and approved, Yes- 5, No- 0.

RESOLUTION offered by Mr. Rose and seconded by Mr. Swede setting the mileage allowance for Town Officials using their own vehicle on official town business at \$ .725 per mile. Voted on and approved, Yes- 5, No- 0.

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

January	13 <sup>th</sup>
February	10 <sup>th</sup>
March	10 <sup>th</sup>
April	14 <sup>th</sup>
May	12 <sup>th</sup>
June	9 <sup>th</sup>
July	14 <sup>th</sup>
August	11 <sup>th</sup>
September	8 <sup>th</sup>
October	13 <sup>th</sup>
November	10 <sup>th</sup>
December	8 <sup>th</sup> (7:00 pm) & 29 <sup>th</sup> (Year-end close out mtg 4:00pm w/no privileges)

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

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

## **HIGHWAY**

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede 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.

George Worden Jr., Highway Superintendent appoints Patricia Barefoot as Clerk to the Highway Superintendent.

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

George Worden Jr., Highway Supt., appoints Bryan Scott as Deputy Highway Superintendent.

## **WATER/SEWER**

RESOLUTION offered by Mr. Smith and seconded by Mr. Morgan to appoint a Supervisor for Water & Sewer Personnel, for a period of one year, term expiring December 31, 2026. 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. Rose and seconded by Mr. Smith allowing the Supervisor permission to appoint a Deputy Water/Sewer Supt. Voted on and approved Yes- 5, No- 0.

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

RESOLUTION offered by Mr. Swede and seconded by Mr. Rose 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. Rose to appoint Tara Johnson as Sewer District Clerk. Voted on and approved, Yes- 5, No- 0.

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

RESOLUTION offered by Mr. Smith and seconded by Mr. Swede 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. Swede to approve the following salary and wage schedule for 2026. Voted on, Yes- 5, No- 0.

Supervisor	15,000.00/year	Monthly
Clerk to the Supervisor	28.00/hour	Biweekly
Supervisor Clerk Trainee	22.00/hour	Biweekly
Town Clerk/Tax Collector	40,000.00/year	Biweekly
Deputy Town Clerk	28.00/hour	Biweekly
Registrar of Vital Statistics	2,500.00/year	Biweekly
Deputy Registrar	28.00/hour	Biweekly
Town Justice, (2)	10,550.00/year	Monthly
Justice Clerk	22.00/hour	Biweekly
Town Board Members (4)	6,365.00/year	Monthly
Highway Superintendent	74,900.00/year	Biweekly
Deputy Highway Supt.	Additional 2.00 /hour	Biweekly
Clerk to the Highway Supt.	28.00/hour	Biweekly
Highway Employee (4)	33.29/hour	Biweekly
Highway Shift Differential	.75/hour	Biweekly
P/T Employees (HWY)	18.50/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 (2)	36.35/hour	Biweekly
Water & Sewer Plant Employee (1)	34.82/hour	Biweekly
Water/Sewer Consultant	25.00/hour	Biweekly
Zoning & Code Enforcement Officer	18,540.00/year	Biweekly
Senior Recycling Attendant (2)	18.75/hour	Biweekly
Recycling Attendant	16.50/hour	Biweekly
Assessor	26,500.00/year	Biweekly
Assessor Services addressing	3,000.00/year	Biweekly
Water District Clerk	4,500.00/year	Biweekly
Water District Billing Clerk	25.00/hour	Biweekly
Sewer District Clerk	4,500.00/year	Biweekly
Sewer District Billing Clerk	25.00.00/hour	Biweekly
Town Hall Custodian	5,500.00/year	Biweekly
Town Historian (1)	1,625.00/year	Quarterly
Town Constable	17.25/hour	Quarterly
Planning/Zoning Secretary	17.25 hour	Quarterly
Planning Board Members	50.00/per mtg.	
Zoning Board of Appeals Members	50.00/per mtg.	
Board of Assessment Review Members	30.00/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. Smith and seconded by Mr. Swede 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 2026. Voted on and approved, Yes- 5, No- 0.

**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, 2026**

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

**STANDARD WORK HOURS**

RESOLUTION offered by Mr. Smith and seconded by Mr. Morgan to set the standard work hours for each Town of York position for the year 2026 as required by New York State, as follows:

<b><u>Position</u></b>	<b><u>Standard Hours</u></b>
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**

The Petty Cash audit was be conducted, confirmed accurate and signed at today's meeting by Councilman Swede.

RESOLUTION offered by Mr. Smith and seconded by Mr. Morgan to approve the completed audit. Voted on and approved, Yes- 5, No- 0.

### **OTHER:**

Approval of minutes from the December 29, 2025 year end close out meeting:

RESOLUTION offered by Mr. Swede and seconded by Mr. Morgan to approve the minutes of the December 29, 2025 year end Board meeting. Voted on and approved, Yes- 5, No- 0.

FOIL/Records Subject Matter List:

**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

RESOLUTION offered by Mr. Smith and seconded by Mr. Rose to approve the FOIL-Records matter list. 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 11:15am. Voted on and approved, Yes- 5, No- 0.

Respectfully submitted,

*Tara L. Johnson*  
Tara L. Johnson, Clerk