

JANUARY 3, 2018

On January 3, 2018 the Organizational Meeting of the Attica Town Board was held in the Board Room of the Municipal Building, 9 Water Street, Attica, New York with the following members present:

PRESENT:	Bryan N. Kehl	Supervisor
	Gary Wysko	Board Member/Deputy Supervisor
	George Diehl	Board Member
	Carrie Snyder	Board Member
	Bruce Kriger	Highway Superintendent
	Kristen Kriger	Town Clerk
ABSENT:	Michael Harding	Board Member

OTHERS PRESENT: None.

- At 7:00pm Supervisor Kehl called the meeting to order with a Pledge to the Flag. Supervisor Kehl then requested a moment of silence to honor our military.
- Board Member Snyder administered the Oath of Office to Supervisor Kehl and Judge Robinson.

Supervisor Kehl presented his agenda and procedures for future meetings to the Board. They are as follows for all future meetings:

- Privilege of the floor – Thoughts and comments will be limited to 3-5 minutes.
- Policies will not be set or issues voted on during privilege of the floor, correspondence or reports. They will be voted on during old or new business.

Organizational Format for 2018:

1. Board Meetings will be held on the 3rd Monday of the month at the Municipal Building, unless otherwise advertised. Meetings will begin at 7pm, with the Board workshop beginning at 6:30pm.
2. The Batavia Daily News is designated as the Town’s official newspaper and the Attica PennySaver is designated to be used for the Town’s local information.
3. Authorize the Supervisor to use local banks as official depositories for the transaction of daily business and the investment of surplus funds in accordance with the Financial Management Policy as adopted by the Board on 12/12/92.
4. The following Town Officers shall receive such salaries as fixed by the Town Board and payable at such times as specified:

<u>TITLE</u>	<u>AMOUNT</u>	<u>PAYABLE</u>
Supervisor	\$6,753.00	Bi-weekly
Town Clerk	\$16,709.00	Bi-weekly
Deputy Town Clerk	\$14.32/hour	By Voucher
Attica Correction Clerk	\$10.00/license	By Voucher
Wyoming Correction Clerk	\$10.00/license	By Voucher
Town Justice (2)	\$5461.00/ea.	Quarterly
Town Board (4)	\$2,428.00/ea.	Quarterly
Highway Superintendent	\$55,057.00	Bi-Weekly
Bookkeeper	\$12,148.00	Bi-Weekly
Deputy Bookkeeper	\$14.32/hour/\$1,000/yr.	By Voucher
Tax Collector	\$4,344.00	Monthly
Historian	\$600.00	Quarterly
Deputy Highway Supt.	\$23.62/day	Per contract

5. Payment to Zoning Board of Appeals members as follows:
 - a. Chairman \$30.00 per meeting
 - b. Secretary \$30.00 per meeting
 - c. Members attending \$25.00 per meeting

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6. Payment to the Assessment Board of Review members as follows:
 - a. Chairman \$100.00 per meeting
 - b. Members attending \$100.00 per meeting
 - c. Secretary \$100.00 per meeting
7. Payment to Planning Board Members as follows:
 - a. Chairman \$35.00 per meeting
 - b. Secretary \$35.00 per meeting
 - c. Members attending \$25.00 per meeting
8. A rate of \$0.5450 per mile is established for mileage for Town Business. This is the IRS rate for 2018.
9. The following appointments were made by Supervisor Kehl:

Bookkeeper	Joanne Ripstein
Deputy Supervisor	Gary Wysko
Historian	Brian Fugle
Fire Warden	George Diehl
Insurance Committee	Carrie Snyder and Gary Wysko
Refuse Committee	Carrie Snyder and Michael Harding
Youth Committee	Michael Harding and Carrie Snyder
Senior Citizen Committee	Gary Wysko, Carrie Snyder and Bryan Kehl
Assessor Committee	George Diehl and Bryan Kehl
Zoning Committee	George Diehl and Michael Harding
Planning Committee	George Diehl and Michael Harding
Highway Committee	George Diehl and Gary Wysko
Deferred Compensation Plan	Bryan Kehl and Gary Wysko
Special Events Committee	George Diehl and Gary Wysko
Audit Committee	Bryan Kehl and Gary Wysko
Justice Committee	Gary Wysko and Bryan Kehl
Village Liaison	Carrie Snyder and Gary Wysko
10. Town Clerk Kriger made the following appointments:
 - a. Deputy Town Clerk – Kristin Pahl
11. Supervisor Kehl made the following appointments:
 - a. Bookkeeper – Joanne Ripstein
 - b. Deputy Bookkeeper – Tina Harding
12. Appoint Arick Bremiller as the Zoning Enforcement Officer with an annual salary of \$2,340.00 payable quarterly.
13. Appoint Shirl Clark as Dog Control Officer with an annual salary of \$795.00 payable quarterly.
14. Appoint Donna Almeter as Town Court Clerk with a salary of \$15.00 per hour payable bi-weekly.
15. Appoint Kristen Kriger as Registrar of Vital Statistics with an annual salary of \$255.00.
16. Registrar Kriger to appoint Deputy Registrar Kristin Pahl and Sub-Registrar, Bruce Kriger.
17. Appoint Supervisor Kehl as the delegate and Board Member Snyder as the alternate to the Annual Meeting of the Association of Towns.
18. Set Assessor's annual salary at \$20,740.00 payable bi-weekly.
19. Set the salaries of seasonal highway employees at the range of \$12.00 to \$17.00 per hour to be determined by the Highway Superintendent.
20. Authorize Highway Superintendent to spend up to \$500 for necessary repairs or the purchase of small tools without prior Board approval, following the guidelines of the Procurement Policy (Resolution 04-05).
21. Authorize the Town Clerk, Justice Department, Bookkeeper, Tax Collector, and Assessor to spend up to \$100 for supplies or repairs without prior Board approval following the guidelines of the Procurement Policy (Resolution 04-05).
22. Approve the following contracts as per the 2018 budget:
 - a. Attica Historical Society \$1,600/annually by June 30th
 - b. Trinity UMC for Senior Citizens \$600/semi-annually January/July

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| c. JMAC Enterprise | \$3,000/\$250 monthly |
| d. Village Rental Contract | \$1,100/month January-July |
| | \$1,100/month August-July 2018 |
| e. Attica Fire Department Contract | \$65,000/annually/payable at May meeting |
| Ambulance Service | \$9,000/annually/payable at May meeting |
| Total Fire & Ambulance | \$74,000/annually |
| f. Refuse Transfer Station | 25% of total cost. |
| g. AYA Appropriations | \$2,000/annually by July 1 st |
| h. AYR Appropriations | \$8,500/annually by July 1 st |
23. Authorize Supervisor to use an attorney of his choice for Town Legal matters on an as-needed basis at an hourly rate not to exceed \$125.00/hour.
24. Authorize Supervisor to pay any bills offering discounts prior to Board approval.
25. Appoint Town Clerk Kristen Kriger to act as the Town of Attica's Records Access Officer whose responsibility is to handle all FOIL requests.

RESOLUTION 2018-1**Approve Organizational Format 1-25 as Presented:**

On a motion by Board Member Diehl, seconded by Board Member Snyder, the following resolution was

ADOPTED Ayes 4 Wysko, Diehl, Snyder, and Kehl
 Nays 0

Resolved to approve Organizational Format 1-25 as presented.

30. Supervisor Kehl issued a copy of the Town Code of Ethics to all Board members.
31. The Town Board conducted the annual review of the following plans and policies for the Town;
 No changes with any policies, therefore no copies were handed out:
- Town of Attica Emergency Plan
 - Town of Attica Sexual Harassment Policy
 - Town of Attica Equal Employment Opportunity Policy
 - Town of Attica Hazard Communication Program
 - Town of Attica Smoking Policy
 - Code of Ethics
 - Workplace Violence
 - Procurement Guidelines (2/17/1992)

RESOLUTION 2018-2**Approve Policies and Plans for the Town of Attica:**

On a motion by Board Member Wysko, seconded by Board Member Diehl, the following resolution was

ADOPTED Ayes 4 Wysko, Diehl, Snyder, and Kehl
 Nays 0

Resolved to approve the following policies and plans for the Town of Attica;

- Town of Attica Emergency Plan
- Town of Attica Sexual Harassment Policy
- Town of Attica Equal Employment Opportunity Policy
- Town of Attica Hazard Communication Program
- Town of Attica Smoking Policy
- Code of Ethics
- Workplace Violence
- Procurement Guidelines (2/17/1992)

RESOLUTION 2018-3**Approve 2018 Shared Services Agreement:**

On a motion by Board Member Diehl, seconded by Board Member Wysko, the following resolution was

ADOPTED Ayes 4 Wysko, Diehl, Snyder, and Kehl
 Nays 0

Resolved to approve 2018 Shared Services Agreement.

26. The Town Clerk 2018 office hours: Tuesdays 2pm-6pm, Wednesdays and Thursdays, 9am-2pm.

The next meeting of the Attica Town Board will be on Monday, January 15, 2018 at the Municipal Building. The workshop will begin at 6:30 pm and the meeting will begin at 7:00 pm.

- Discussion regarding Bantam Road, according to Supervisor Kehl, he has been in contact with the Town Attorney.

There being no further business, Board Member Diehl made a motion to adjourn the meeting at 7:52pm, unanimous.

Respectfully submitted,

Kristen Kriger, RMC
Town Clerk