

JANUARY 5, 2016

On January 5, 2016 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
 Carrie Snyder Board Member
 George Diehl Board Member
 Michael Harding Board Member
 Bruce Kriger Highway Superintendent
 Kristen Kriger Town Clerk

ABSENT: None

OTHERS PRESENT: Joanne Ripstein, Town Bookkeeper.

At 7:45pm 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.

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 2016:

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	\$6,556.00	Bi-weekly
Town Clerk	\$15,749.00	Bi-weekly
Deputy Town Clerk	\$13.50/hour	By Voucher
Attica Correction Clerk	\$10.00/license	By Voucher
Wyoming Correction Clerk	\$10.00/license	By Voucher
Town Justice (2)	\$5,148.00	Quarterly
Town Board (4)	\$2,288.00	Quarterly
Highway Superintendent	\$51,896.00	Bi-Weekly
Bookkeeper	\$11,450.00	Bi-Weekly
Deputy Bookkeeper	\$13.5/hour	By Voucher
Tax Collector	\$4,094.00	Monthly
Historian	\$598.00	Quarterly
Deputy Highway Supt.	\$22.26/day	Per contract

5. Payment to Zoning Board of Appeals members as follows:
 - a. Chairman \$25.00 per meeting
 - b. Secretary \$25.00 per meeting
 - c. Members attending \$20.00 per meeting

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6. Payment to the Assessment Board of Review members as follows:
 - a. Chairman \$65.00 per meeting
 - b. Members attending \$55.00 per meeting
 - c. Secretary \$65.00 per meeting
7. Payment to Planning Board Members as follows:
 - a. Chairman \$30.00 per meeting
 - b. Members attending \$20.00 per meeting
 - c. Secretary \$30.00 per meeting
8. A rate of \$0.54 per mile is established for mileage for Town Business. This is the IRS rate for 2016.
9. Appoint Supervisor Kehl and alternates Board Member Diehl and Bookkeeper Ripstein to the Inter-Community Medical Building Board of Directors.
10. The following appointments were made by Supervisor Kehl:

Bookkeeper	Joanne Ripstein
Deputy Supervisor	Gary Wysko
Historian	Joanne Ripstein
Fire Wardens	Wayne Wolf, Tom Durfee & Lanny Blum
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	George Diehl and Gary Wysko
Justice Committee	Gary Wysko and Bryan Kehl
Village Liaison	Carrie Snyder and Gary Wysko
11. Town Clerk Kriger made the following appointments:
 - a. Deputy Town Clerk – Vicky Rykert
12. Supervisor Kehl made the following appointments:
 - a. Bookkeeper – Joanne Ripstein
 - b. Deputy Bookkeeper – Tina Harding
13. Appoint Arick Bremiller as the Zoning Enforcement Officer with an annual salary of \$2,206.00 payable quarterly.
14. Appoint Shirl Clark as Dog Control Officer with an annual salary of \$653.00 payable quarterly.
15. Appoint Dawn Stover and Georjean Labuzzetta as Town Court Clerks with a salary of \$14.15 per hour payable bi-weekly.
16. Appoint Kristen Kriger as Registrar of Vital Statistics with an annual salary of \$241.00.
17. Registrar Kriger to appoint Deputy Registrar Vicky Rykert and Sub-Registrar, Bruce Kriger.
18. Appoint Supervisor Kehl as the delegate and Board Member Snyder as the alternate to the Annual Meeting of the Association of Towns.
19. Set Assessor's annual salary at \$19,550.00 payable bi-weekly.
 - a. Board Member Diehl made a motion to pay Tina McQuillen \$500 for training hours she did in the month of December, 2015 seconded by Board Member Wysko.
 Ayes 5 Nays 0
20. Set the salaries of seasonal highway employees at the range of \$10.00 to \$15.00 per hour to be determined by the Highway Superintendent.
21. 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).

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22. 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).
23. Approve the following contracts as per the 2016 budget:
- | | |
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| a. Attica Historical Society | \$1,600/annually by June 30 th |
| b. Trinity UMC for Senior Citizens | \$600/semi-annually January/July |
| c. Inter-Community Medical Building | \$1,452/\$121.00 monthly |
| d. Village Rental Contract | \$1,050/month January-July
\$1,075/month August-December |
| 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. |
| (No contract in place with the Village of Attica at this time) | |
| g. AYA Appropriations | \$2,000/annually by July 1 st |
| h. AYR Appropriations | \$8,500/annually by July 1 st |
24. 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.
25. Authorize Supervisor to pay any bills offering discounts prior to Board approval.
26. Appoint Town Clerk Kristen Kriger to act as the Town of Attica's Records Access Officer whose responsibility is to handle all FOIL requests.
27. Board Member Diehl made a motion to approve the Organizational Format #'s 1-26 as presented seconded by Board Member Harding. Ayes 5 Nays 0
28. Supervisor Kehl issued a copy of the Town Code of Ethics to all Board members as well as the Highway Superintendent, Town Clerk, Town Bookkeeper, Town Tax Collector, and Town Assessor. Supervisor Kehl directed the Town Highway Superintendent to post a copy of the Code of Ethics at the highway garage.
29. Supervisor Kehl issued a copy of the Town Procurement Policy to Department Heads.
30. The Town Board conducted the annual review of the following plans and policies for the Town:
- 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)
31. Board Member Diehl made a motion to review and approve the following policies and plans seconded by Board Member Harding. Ayes 5 Nays 0
- 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)
- Approve 2016 Shared Services Agreement:
32. Board Member Harding made a motion to approve the Shared Services Agreement seconded by Board Member Snyder. Ayes 5 Nays 0
33. The Town Clerk advised the Town Board of her 2016 office hours as follows: Tuesdays and

Wednesdays, 9am-2pm; and Thursdays, 2pm-6pm.
The next meeting of the Attica Town Board will be on Monday, January 11, 2016 at the Municipal Building. The workshop will begin at 6:30 pm and the meeting will begin at 7:00 pm.

There being no further business, Board Member Diehl made a motion to adjourn the meeting seconded by Board Member Snyder.

The meeting adjourned at 8:25pm.

Respectfully submitted,

Kristen Kriger, RMC
Town Clerk