

**TOWN OF VIRGIL ORGANIZATIONAL MEETING
JANUARY 12TH, 2017**

PRESENT: Supervisor John Kaminski, Board Members Eric Snow, Jereme Stiles and Matt Denniston, Member Gary Pelton, Attorney for the Town Pat Snyder, Town Clerk/Collector Alane Van Donsel, Gina Nourse Towns Bookkeeper, Ken Scherrieble Camden Group, David Coish Camden Group, Doug & Jenae Withey W2Operators, Sandy Price County Legislator, Highway Superintendent John Morse, Rick Horner Deputy Highway Superintendent, Demont Lang Highway Department, Britt Morse Highway Department, Teri Pelton and Stacy Kelsey Virgil Youth Commission, Wes Kryger Greek Peak, Carol Rehkugler

6:30 PM – ORGANIZATIONAL MEETING

RESOLUTION #17-001 SET MEETING TIMES- The Town Board set the meeting dates and times for 2017 as being the 2nd Thursday of every month. Town Board Meetings will commence at 6:30 PM, The public is welcome to comment at 6:30 PM and the regular Town Board meeting will commence right after public comment. If there are no public comments, the Town Board meeting will commence at 6:30 PM. A 2nd meeting may be held on 4th Thursday if needed.

Motion made by Member Denniston, Member Snow seconded the motion. Vote: Ayes Pelton, Snow, Denniston and Kaminski. Nays: None.

RESOLUTION #17-002 OFFICIAL DEPOSITORY- The Official Depository shall be First National Bank of Dryden for the Virgil General Fund, Highway Fund, Capital Fund, Town Clerk/Tax Collector Fund, and Town Justice Fund. NBT shall be the depository for the Virgil Community Development Fund.

Motion made by Member Snow, Member Pelton seconded the motion. Ayes Pelton and Kaminski. Abstain: Denniston Nays: None.

RESOLUTION #17-003 PAY SCHEDULE FOR ELECTED OFFICIALS AND APPOINTED OFFICIALS

Pay Schedule for elected and appointed officials:

Position	Pay	Pay Schedule
Supervisor	\$6,000.00	Quarterly
Clerk/Tax Collector	\$27,300.00	Bi-weekly
-Sewer/Water	\$4,000.00	Bi-weekly
Town Board (4)	\$2,100.00	Quarterly
Town Judge	\$12,500.00	Monthly
Highway Super.	\$48,525.00	Bi-weekly
-Transfer	\$6,100.00	Bi-weekly
Animal Control	\$10,600.00	Monthly
Bookkeeper	\$14,500.00	Bi-weekly
-sewer/water	\$12,000.00	Bi-weekly
Code Enforcer	\$37,635.00	Bi-weekly
Court Clerk	\$11,000.00	Bi-weekly
Custodian	\$6,200.00	Bi-weekly
Deputy Clerk	\$11.94/hr	Bi-weekly
-sewer/water	\$11.94/hr	Bi-weekly
Historian	\$1,400.00	Quarterly
Board of Appeals	\$125.00	Annually
Planning Board	\$15.00/mtng	Annually
Zoning Board	\$15.00/mtng	Annually
Transfer Attendant	\$16.92/hr	Bi-weekly
-Assistant	\$13.39/hr	Bi-weekly

Motion made by Member Denniston, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-004 RATE OF PAY FOR HIGHWAY EMPLOYEES- The rate of pay for full-time Highway Employees has been set by the Highway Superintendent and is approved by the Town Board. Two temporary works salaries are also being set for Donald Morse and Ron Stanly. Highway employees are paid hourly on a bi-weekly schedule. Hourly rates are as follows:

Rick Horner	\$21.05 an hour
James Klinge	\$16.00 an hour
Demont Lang	\$16.89 an hour
Britt Morse	\$15.45 an hour
Walt Nichols	\$17.67 an hour
Aaron Peck	\$16.89 an hour
Donald Morse	\$18.00 an hour Temporary
Ron Stanly	\$20.00 an hour Temporary

Motion made by Member Snow, Member Denniston seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-005 HIGHWAY PURCHASES AUTHORIZATION- The Highway Superintendent is authorized to purchase new equipment, tools and other implements not to exceed \$4500 and allow repairs up to \$4000 without Town Board authorization. This authorization does not apply to building maintenance and or repair, a general fund item.

Motion made by Member Denniston, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-006 HIGHWAY SUPERINTENDENT EQUIPMENT PURCHASE AUTHORIZATION- The Highway Superintendent is authorized to purchase equipment through Piggybacking as laid out in Section IX of the Town of Virgil Procurement Policy. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-007 MILEAGE REIMBURSEMENT- The mileage reimbursement rate will be the current IRS rate at any given time. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-008 OFFICIAL NEWSPAPER- The official newspaper for the Town of Virgil shall be the Cortland Standard. Motion made by Member Denniston, Member Pelton seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-009 APPOINTMENT OF TOWN ATTORNEY- The Attorney for the Town shall be Patrick M. Snyder, Esq.

Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-010 APPOINTMENT OF BOOKKEEPER- The Town Supervisor appoints Gina Nourse as the Towns Bookkeeper. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-011 BOOKKEEPER AUTHORIZATION TO PAY BILLS- The Town's bookkeeper shall be authorized to pay utility and contractual insurance bills prior to Board approval to avoid and late payment fees.

Motion made by Member Stiles, Member Denniston seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-012 TOWN BOARD AGREEMENT TO PAY PORTION OF BOOKKEEPERS HEALTH INSURANCE- The Town Board authorizes the Town to pay an agreed portion of the Bookkeeper's health insurance in cooperation with the town of Willet, splitting the cost 50/50. Motion made by Member Denniston, Member Stiles seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-013 APPOINTMENT OF DEPUTY CLERK- Town Clerk Alane Van Donsel appoints deputy clerk Bernadette Karam. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-014 APPOINTMENT OF REGISTRAR OF VITAL RECORDS- Town board appointed Town Clerk Alane Van Donsel as Registrar of Vital records. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-015 APPOINTMENT OF DEPUTY REGISTRAR- Town Clerk Alane Van Donsel appointed Bernadette Karam as Deputy Registrar of Vital records. Motion made by Member Denniston, Member Stiles seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-016 APPOINTMENT OF RECORDS MANAGEMENT OFFICER- Town board appointed Alane Van Donsel Virgil Town Clerk as records office manager. Motion made by Member Stiles Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-017 APPOINTMENT OF DEPUTY SUPERVISOR- Supervisor Kaminski appointed Jereme Stiles as Deputy Town Supervisor. Motion made by Member Pelton, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-018 APPOINTMENT OF COURT CLERK- Town Justice Scott Elston shall appoint Deb Gallagher as Court Clerk. Motion made by Member Pelton, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-019 APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT- Highway Superintendent John Morse appointed Bret Morse as Deputy Highway Superintendent. Motion made by Member Pelton, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-020 APPOINTMENT OF ANIMAL CONTROL OFFICER AND DEPUTY ANIMAL CONTROL OFFICER-

The Town Board appointed Lindsay Andersen as the animal control Officer and Suzzie Nalley as the Deputy Animal Control Officer. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-021 APPOINTMENT OF CODE ENFORCEMENT OFFICER-

The Town Board appointed Craig Umbehauer as the Town's Code enforcement officer and Zoning Officer. Motion made by Member Pelton, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

REAFFIRM APPOINTMENT OF PLANNING AND ZONING BOARDS SECRETARY- The Planning and Zoning board appoints their own secretary. The Planning and Zoning Board has appointed Joan Fitch. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

REAFFIRM THE APPOINTMENT OF THE MEMBERS OF THE PLANNING BOARD: The Members of the Planning Board and their term ending shall be Carole Lathrop 12/2019, Gary Wood 12/2018, Mark Baranello 12/2020, Anne Howe, 12/2012, Jeff Breed 12/2017 and Alternate Dale Taylor 12/2017. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17- 022 APPOINTMENT OF BOARD OF ASSESSMENT REVIEW MEMBER-

The Town Board reappointed Sheila Morse to the Board of Assessment Review for a five-year term. Motion made by Member Denniston, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17- 023 APPOINTMENT ZONING BOARD OF ASSESSMENT REVIEW MEMBER-

The Town Board reappointed Sheila Morse to the Board of Assessment Review for a five-year term ending in December 2022. Motion made by Member Denniston, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

REAFFIRM THE APPOINTMENT OF THE MEMBERS OF THE ZONING BOARD: The Members of the Zoning Board and their term ending shall be John Coulter 12/2019, Sheila Morse 12/2022, Linda Edwards 12/2017, Jeannine Sprague 12/2018, Jeff Hall 12/2020 and Alternate Steve Terwilliger 12/2017. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17- 024 TOWN HALL CUSTODIAN APPOINTMENT-

The Town Board appointed John Lellig as the Town Hall Custodian. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

REAFFIRM THE SALARY OF TOWN GARDENER- The Town Board sets the salary for a Town Hall gardener at the hourly rate of \$10.00 an hour not to exceed \$500.00 a year. Motion made by Member Stiles, Member Denniston seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

REAFFIRM THE COMMUNITY DEVELOPMENT LOAN FUND MEMBERSHIP- Town Board shall confirm appointments to the Community Development Fund Loan Advisory Committee as being Sheila Morse, Ronald Dennison, Howard Ford, Terri Flatt, Town Board Liaison Jereme Stiles. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

REAFFIRM THE HOPE LAKE PARK ADVISORY COMMITTEE- Town Board shall confirm appointments to the Hope Lake Park Committee as being Gary Pelton, Alane Van Donsel, Daryl Dawson, Hank Faber, Jereme Stiles. Motion made by Member Snow, Member Denniston seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

REAFFIRM THE MEMBERS OF THE BOARD OF ETHICS- The Town Board confirms the membership of the Board of Ethics Chair as Kathy Jensen, Gary Hoyt, Richard McMullin and Town Board Liaison as Matt Denniston. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

CODE OF ETHICS- A copy of the code of Ethics shall be given to all newly appointed or elected board members or public officials. A note of acknowledgement shall be signed by the appointed or elected official and signed receipt shall be kept on file in the Town Clerks office. .

REAFFIRM THE SEWER AND WATER DISTRICT OPERATORS- The contracted operator for the Town of Virgil Sewer District #1 shall be the Camden Group and the contracted operator for the Town of Virgil Water District #1 is W2Operator Training Group, LLC as determined by contract agreements. The Town board shall authorize representatives for the Town of Virgil Sewer Water Districts as Ken Scherrieble and Douglas Withey of W2Operator. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17- 025 WATER QUALITY COMMITTEE AND LABORATORY TESTING- The representative for the Water Quality Coordination Committee shall be Douglas Withey. The testing Laboratory for the Town of Virgil Water and Sewer Districts #1 shall be Microbac and PACE Lab. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

ANNUAL REPORT- The Town Supervisor shall be authorized to publish the annual report in the newspaper brief, as opposed to the long form. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

AUDITOR- The Town board shall give authorization to the Town Supervisor to hire an auditor, if deemed necessary. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

EMERGENCY AWARENESS AND HAZMAT INFORMATION- The Town Clerk will make the appropriate name changes for the Emergency Awareness Information for HAZMAT. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

SEASONAL ROAD CLOSINGS- The Town board shall authorize the Highway superintendent to advertise Seasonal Road closings in October. Motion made by Member Stiles, Member Snow seconded the motion. Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-026 HIGHWAY FUNDS- The board shall accept the Highway Funds Agreement section 284 of Highway Law as presented by the Highway Superintendent. Motion made by Member Denniston, Member Snow seconded the motion. Vote: Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-027 TOWN'S INVESTMENT POLICY- The Town board affirmed the Town of Virgil's Investment Policy. Motion made by Member Snow, Member Denniston seconded the motion. Vote: Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

TOWN'S LIABILITY POLICY- The Town's Liability Policy shall be reviewed at the Boards discretion. Motion made by Member Stiles, Member Snow seconded the motion. Vote: Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-028 TOWN'S PROCUREMENT POLICY- The Town board shall affirm the Town of Virgil's Procurement Policy. Motion made by Member Stiles, Member Snow seconded the motion. Vote: Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-029 ESTABLISHMENT OF WATER AND SEWER RATES FOR 2017: Minimum rate for water shall be \$60.00 quarterly and minimum rate for sewer shall be \$95.00 quarterly. A Motion was made by Member Stiles, seconded by Member Snow. Vote: Ayes Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

RESOLUTION #17-030 APPOINTMENT OF LIAISON TO THE HEATH CARE CONSORTIUM: The Town Board Appointed Eric Snow as the Liaison and Dale Taylor as the alternate, to serve on the board of the Greater Ithaca Health Care Consortium. Member Stiles made the motion to appoint Eric Snow and Dale Taylor Alternate. The motion was seconded by Member Denniston. Vote: Ayes Snow, Denniston, Stiles and Kaminski. Nays: None.

ADJOURNMENT: With no further business to discuss Member Stiles made a motion to adjourn the Organizational meeting at 6:50 PM. Member Snow seconded the motion. Vote: Ayes: Pelton, Snow, Denniston, Stiles and Kaminski. Nays: None.

Respectfully Submitted,

Alane Van Donsel
Virgil Town Clerk