

**ORGANIZATIONAL AND REGULAR MEETING
TOWN OF CONESUS
JANUARY 4, 2021**

An organizational and regular meeting of the Town Board of the Town of Conesus, County of Livingston and the State of New York was held at the Town Hall, 6220 South Livonia Road, Conesus, New York on the 4th day of January 2022.

PRESENT:	Donald Wester	-----	Supervisor
	Richard Corrigan	-----	Councilman
	John Fama	-----	Councilman
	Anita Martucio	-----	Councilwoman
	Gary Sparks	-----	Councilman/Deputy Supervisor
	Annette McNinch	-----	Clerk
	Dan Marusiak	-----	Highway Superintendent

OTHERS PRESENT: Steve Martucio, Deputy Highway Superintendent; Rick McGrain, Code Enforcement Officer and members of the community.

Supervisor Wester called the meeting to order at 7:00 PM
Supervisor Wester led the Pledge to the Flag.

2022 ORGANIZATIONAL MEETING

APPOINTMENT/ACCEPTANCE OF DEPUTY TOWN SUPERVISOR

Gary Sparks was appointed Deputy Town Supervisor

APPOINTMENT/ACCEPTANCE OF DEPUTY HIGHWAY SUPERINTENDENT

Stephen Martucio was appointed Deputy Highway Superintendent

APPOINTMENT/ACCEPTANCE OF DEPUTY TOWN CLERK

Audrey Wehr was appointed Deputy Town Clerk

APPOINTMENT/ACCEPTANCE OF JUSTICE CLERK

Kolleen Redman was appointed Justice Clerk.

**ORGANIZATIONAL AND REGULAR MEETING
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RESOLUTION #01.22

APPROVAL OF 2022 ORGANIZATIONAL MEETING ACTIONS AS PRESENTED

On a motion of Councilman Sparks and seconded by Councilwoman Martucio, the following resolution was.

ADOPTED Ayes 5 Wester, Corrigan, Fama, Martucio, Sparks
 Nays 0

Whereas, the Town of Conesus Town Board n the 4th Day of January 2022 has reviewed and agreed to accept the following 2022 Organizational Appointments and Actions as follows:

REGISTRAR OF VITAL STATISTICS	ANNETTE MCNINCH
RECORDS ACCESS/RECORDS MGT OFFICER	ANNETTE MCNINCH
HISTORIAN	BRENDA EDDY
PLANNING BOARD SECRETARY	CAROL CRANE
ZONING BOARD OF APPEALS SECRETARY	CAROL CRANE
DOG CONTROL OFFICER	LIVINGSTON COUNTY
BOARD OF ASSESSMENT REVIEW SECRETARY	CAROL CRANE
CODE ENFORCEMENT OFFICER	RON MAXWELL RICK MCGRAIN ALAN RUDGERS
CODE ENFORCEMENT COODINATOR	CAROL CRANE
PARKS - Reservations	HAZEL DELANEY
LEAD RECYCLING ATTENDANTS	DAN WALKLEY RUDOLPH MOSHER
ATTORNEY	DONALD YOUNG ESQ
WEBSITE DEVELOPER	ANNETTE MCNINCH/ DON WESTER
FOREST & MUCK COORINDINATOR	DON WESTER
PLANNING BOARD MEMBER (Term 1/1/22-12/31/26)	BRAD FRANCIS
ZONING BOARD OF APPEALS CHAIRPERSON	MARK HOPKINS
ZONING BOARD OF APPEALS (Term 1/1/22-12/31/26)	ALLISSA DEWITT PAUL
REPRESENTATIVE TO COUNTY TRAFFIC SAFETY COUNCIL (1/1/22 - 12/31/22)	GARY SPARKS
ALTERNATE REPRESENTATIVE TO COUNTY TRAFFIC SAFETY COUNCIL (1/1/22 - 12/31/22)	DON WESTER
COUNTY ALL HAZARD COMMITTEE	DAN MARUSIAK
BOOKKEEPER/ACCOUNTING SERVICES	BALDWIN BUSINESS SERVICE
PARKS CUSTODIAN	ELAINE JACOBS
CLEANER	SHEILA STALEY
FAIR HOUSING OFFICER	DONALD WESTER
HANDYMAN	TIMOTHY KRANZ
SNOW REMOVAL WALKWAYS TOWN HALL	SHEILA STALEY

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2022 SALARY SCHEDULE

<u>TITLE</u>	<u>ANNUAL/hourly rate</u>	<u>Payment Schedule</u>
Supervisor	\$12,424	Monthly
Town Council (Fama)	\$2,000	Monthly
Town Council (Martucio)	\$2,000	Monthly
Town Council (Sparks)	\$2,000	Monthly
Town Council (Corrigan)	\$2,000	Monthly
Town Clerk	\$24,205	Bi-Weekly
Deputy Town Clerk	\$15.00 /hour	By Voucher
Town Tax Collector	\$3,170	Bi-Weekly
Town Justice (1)	\$6,700	Monthly
Town Justice (2)	\$6,700	Monthly
Court Clerk	\$7,180	Bi-Weekly
Assessor	\$20,000	Bi-Weekly
Highway Superintendent	\$62,275	Bi-Weekly
Deputy Highway Superintendent	Hourly per Union Contract	Bi-Weekly
Building and Zoning Officer	\$25/hour	By voucher
Park Custodian	\$4,000	Monthly-seasonal
Town Vital Statistics Registrar	\$250	Annually
Records Management Officer	\$2,200	Annually
Cleaner	\$3,878	By Voucher
Historian	\$1,948	Monthly
Attorney	\$2,125	Monthly
Special Council	Per Diem	Per Diem
Accountant	\$8,000	By Voucher
Payroll	\$2100	By Voucher
Board of Assessment Review (5)	\$25/diem	By Voucher
Planning Board (5)	\$25/diem	\$250/December
Zoning Board (5)	\$25/diem	\$250/December
Zoning Board Secretary	\$84/month	Monthly
Planning Board Secretary	\$84/month	Monthly
Code Enforcement Clerk	\$13.20/hr.	By Voucher
Recycling Center Lead Attendants	\$14/hour	Bi-Weekly
Recycling Center Personnel	\$13.20/hr.	By Voucher
Election Inspectors	Per Law	Per County Billing
Handyman	\$13.20/Hr.	By Voucher
Snow Removal T/H Walkways	\$25.00 per job	By Voucher

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ESTABLISH STANDARD WORK HOURS FOR ALL HIGHWAY OFFICERS AND EMPLOYEES

Resolved that the Town Board approve the eight (8) hours per day as the standard number of work hours for all highway officers and employees of the Town of Conesus for retirement purposes.

ESTABLISH STANDARD WORK HOURS FOR ALL NON-HIGHWAY OFFICERS AND EMPLOYEES

Resolved that the Town Board approve the six (6) hours per day as the standard number of work hours for all non-highway officers and employees of the Town of Conesus for retirement purposes.

2022 TOWN BOARD MEETING SCHEDULE

Resolved that the Town Board approve the 2022 Town Board Meeting Schedule as follows:

All meetings are held on Tuesdays with voucher review at 6.30PM and meeting commencing at 7:00PM unless otherwise noted.

January 4 and 18
February 1 and 15
March 1 and 15
April 5 and 19
May 3 and 17
June 7 and 21
July 5 and 19
August 2 and 16
September 6 and 20
October 4 and 18
November 1 and 15
December 6 and 20

ESTABLISH ORDER OF BUSINESS

Review of bills commences at 6:30 pm; meeting begins at 7:00 pm

1. Call to Order
2. Pledge to Flag
3. Public Hearings (If Any)
4. Privilege of the Floor
5. Introduction of Local Laws
6. Announcements and Communications
7. Approval of Minutes
8. Clerk's Report
9. Supervisor's Report
10. Highway Report

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11. Submission of Written Reports:
 - Assessor's Report
 - Code Enforcement Report
12. Updates on Key Issues:
 - Conesus Lake-CLA
 - Liv. Co./Town Planning Board Liaison Report
 - Town ZBA Liaison Report
 - Liv. Co BOS Report / Supervisor Reports (LCWC, LCWSA, GLOW, C.L.E.A.N, IT-Tech, Cemetery, Food Pantry)
 - Maintenance Report
13. Unfinished Business
14. New Business/Resolutions
15. Public General Comments and Questions
16. General Fund Claims
18. Highway Fund Claims
18. Adjournment

AUTHORIZATION FOR SNOW AND ICE REMOVAL FOR FIRE AND EMERGENCY DEPARTMENTS

Whereas Article VII – Town Highway Superintendents, Section 140-b. and 142-b (3) Town Highway Law and Article I, and Section 4-1 Association of Towns, Town Highway Superintendents does allow the Town Highway Department to utilize Town Highway Department Equipment to remove and control ice and snow to assist the Town Fire Department with ice and snow control on the Fire Department Property.

Whereas the above-named references allow the Town Highway Department to assist the Town Fire Department and Medical Personnel during times of emergency.

Whereas the articles outlined above state the town board of any town may permit the use of town highway machinery and equipment within the town by any fire district upon agreement of the town board and the governing body of any such district.

Whereas the expenditures of taxpayers' funds to contract these services would cause unnecessary expense to the taxpayers.

Therefore, the Town Board hereby resolves to authorize the Highway Department to use Highway Department Equipment and Personnel to remove and control ice and snow on Town Fire Department Property and to assist the Town Fire Department during times of emergency.

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AUTHORIZATION FOR SNOW AND ICE REMOVAL FOR TOWN OF CONESUS FACILITIES

Resolved that the Town Board approve the Highway Department to participate in ice and snow removal for the Town of Conesus Facilities.

ESTABLISH TOWN CLERK PETTY CASH FUND

Resolved that the Town Board approve the Town Clerk to have a petty cash fund of One Hundred Fifty Dollars and No Cents from which to make change and make miscellaneous purchases.

DESIGNATE OFFICIAL NEWSPAPER

Resolved that the Town Board designate the Livingston County News as its official newspaper for 2022.

DESIGNATE LEGAL DEPOSITORY

Resolved that the Town Board designate Five Star Bank as the Town's legal depository for 2022.

2022 MILEAGE RATE

Resolved that the mileage reimbursement rate for 2022 is \$.585/mile.

TOWN BOARD COMMITTEES AND LIAISONS FOR 2022

SUPERVISOR WESTER	FOOD PANTRY LIAISON ASSIST & SUPPORT PROJECTS WHERE NECESSARY TOWN HALL INTERIOR MAINTENANCE RECREATION LIAISON WITH LIVONIA RECYCLING CENTER RECORDS/PERMITS EOC CONTACT IT/TECHNICAL SUPPORT
COUNCILMAN CORRIGAN	FACILITIES MAINTENANCE (PARK/TOWN HALL EXTERIOR) ZBA LIAISON GOLDEN YEARS LIAISON
COUNCILMAN FAMA	CONESUS LAKE ASSOCIATION LIAISON CO-PARTNER CLWSC/LCWSA WITH SUPERVISOR WESTER ASSIST & SUPPORT PROJECTS WHERE NEEDED
COUNCILWOMAN MARTUCIO	CONLON/MULVANEY LEGION AUX.LIAISON PARKS LIAISON LIVINGSTON CO. PLANNING BOARD LIAISON TO TOWN PLANNING BOARD ARPA PROJECT CHAIRPERSON

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COUNCILMAN SPARKS

TRAFFIC SAFETY BOARD
BOY SCOUTS LIAISON
AMBULANCE DISTRICT LIAISON
DEFERRED COMPENSATION PLAN LIAISON

REVIEW AND APPROVAL OF TOWN POLICIES

1. General Operation Procedures & Disaster Preparedness Plan
2. Sexual Harassment Policy
3. Website Policy
4. Procurement Policy
5. Public Access to Records
6. Workplace Violence

RESOLUTION #02.2022

AGREEMENT TO SPEND HIGHWAY FUNDS

On a motion of Councilman Fama and seconded by Councilwoman Martucio, the following resolution was.

ADOPTED BY ROLL CALL VOTE

Aye	Wester
Aye	Corrigan
Aye	Fama
Aye	Martucio
Aye	Sparks

Resolved that the Town Board approves the 2022 Agreement to Spend Town Highway Funds as follows:

**ORGANIZATIONAL AND REGULAR MEETING
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AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

TOWN OF: Conesus 2022

COUNTY OF: Livingston

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected for the repair and improvement of highways, and received from the state for the repair and improvement of highways, shall be expended as follows: (extent of work depends on the CHIPS funding for 2022)

1. GENERAL REPAIRS. The sum of \$ 90,000_ may be expended for general repairs upon 45.57 center line miles of town highways including sluices, culverts, dust control, black top patching on roadways and bridges having a span of less than five feet and boardwalks or the renewals thereof.

2. IMPROVEMENTS. The following sums shall be set aside to be expended for the improvement of town highways:

(a) On Vinyard Rd starting at Winery Parking Lot and Mission Rd (1,425.6 ft)

1 application of oil and stone. Width of traveled surface 26 FT

base and there shall be expended not over the sum of \$ 15,000

Type Chip Seal w/Oil and Stone with 1A Stone Width of traveled surface 26 FT

Thickness 1/2 inche Subbase 10 Inches compacted of bank run gravel with crushed gravel and Chip Seal Surface

(b) On the Bishop Rd for/at a distance of 4,012.8 Ft (Partgridge Rd to Marrowback Road)

there shall be expended not over the sum of \$ 45,000

1 applications of oil and stone. Width of traveled surface 26 FT

Thickness 1/2 inche Subbase 10 Inches compacted of bank run gravel with crushed gravel and Chip Seal Surface

(c) For various road and culvert repairs

there shall be expended not over the sum of \$ See 1. General Repairs

No moneys set aside for such improvements shall be expended, nor shall any work be undertaken on such improvements until the Town Superintendent approves the plans, specifications and estimates for such construction.

This agreement shall take effect when it is approved by the Town Board.

With no further Organizational business, on a motion of Councilman Fama and seconded by Councilman Sparks, the Organizational Meeting was adjourned, and the Regular Town Board Meeting was opened at 7:25PM. Carried unanimously.

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JANUARY 05, 2022 REGULAR MEETING

Supervisor Wester thanked everyone for the hard work done during 2021. He welcomed the new Highway Superintendent Dan Marusiak and thanked Steve Martucio for his dedication to the Town of Conesus.

ANNOUNCEMENTS AND COMMUNICATIONS

1. Next Town Board Tuesday January 18, 2022, 7PM

REPORTS OF TOWN OFFICIALS:

Supervisor – *Don Wester:*

- Supervisor’s Financial Report for December 2022

Town Clerk – *Annette McNinch:*

- Clerk’s Financial Report for December 2022

Highway Superintendent – *Dan Marusiak:*

- 2022 Agreement to Spend Town Highway Funds was presented and approved.
- Received \$33,270 for sale of 2007 Mack 10-Wheeler

Code Officer Report - *Rick McGrain*

- Supporting depositions have been sent to Town Attorney Don Young for violations against Steven Wright. This will be the 13th time this individual has been in front of a Conesus Justice. Attorney Young will be consulted regarding the Town’s Cleanup of this property.
- Code Enforcement will review of a draft of Lakeshore Dock Permits and the process.

Assessor Report – *Andy Mohr*

- Written Report was submitted to the Supervisor

UPDATES ON KEY ISSUES:

Conesus Lake: Councilman Fama

- Steering Committee Meeting – 1/5/2022 @6PM
- Watershed Education Center is offering the following programs - Pre-Register at the CLA Website: www.conesuslake.org
 - On January 12, 2022 at 6:30 PM (Virtual or in person) Livonia Highschool Students report

Conesus and Livingston County Planning Board: Reports: Councilwoman Martucio

- Nothing to report – No Meetings were held

ZBA Reports: Councilman Corrigan

- Next meeting will be held on 1/31/2022 – 2 Properties on the Agenda.

Town Facilities Maintenance Report: Councilman Corrigan

- Roofing projects are completed, and final inspections are complete.
- Councilman Corrigan will investigate having Eagle Scouts paint park structures.

Livingston County/Town Report: Supervisor Wester

- NYS has promised test kits and face masks to Livingston County for distribution to County citizens.

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NEW BUSINESS/RESOLUTIONS:

- Resolution to move \$1000.00 for Supervisor Personal Services line A1220.1 to Contractual Exp. Line A1220.4.
- Brad Francis Planning Board Chairman will be attending the January 18, 2022, Town Board meeting to present new proposed fence law.

RESOLUTION #03.22

APPROVAL OF MINUTES

On a motion of Councilman Fama and seconded by Councilwoman Martucio following resolution was

ADOPTED	Ayes	4	Wester, Corrigan, Fama, Martucio
	Nays	0	
	Abstain	1	Sparks (Absent on 11/4/2021)

Resolved the minutes of the Regular Town Board Meeting held on November 4, 2021 are approved.

RESOLUTION #04.22

APPROVAL OF MINUTES

On a motion of Councilman Sparks and seconded by Councilwoman Martucio following resolution was

ADOPTED	Ayes	5	Wester, Corrigan, Fama, Martucio, Sparks
	Nays	0	

Resolved the minutes of the Regular Town Board Meeting held on November 16, 2021 are approved.

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RESOLUTION #05.22

APPROVAL OF TOWN CLERK'S MONTHLY FINANCIAL REPORT

On a motion of Councilman Fama and seconded by Councilman Sparks following resolution was

ADOPTED Ayes 5 Wester, Corrigan, Fama, Martucio, Sparks
 Nays 0

Resolved that the Town Board approves the Town Clerk's Financial Report for December 2021 as follows:

<u>Account#</u>	<u>Account Description</u>	<u>Fee Description</u>	<u>Qty</u>	<u>Local Share</u>	
A1255	Clerk Fees	Certified Copies	1	10.00	
		Clerk Fees	1	8.36	
			Sub-Total:	\$18.36	
A1603	Vital Statistics Fees: Death Record	Certified Copies	8	80.00	
					Sub-Total:
A2530	Racing & Wagering	Bell Jar License	1	10.00	
					Sub-Total:
A2544	Dog Licensing	Female, Spayed	10	150.00	
		Female, Unspayed	1	22.00	
		Male, Neutered	5	75.00	
		Male, Unneutered	4	88.00	
			Sub-Total:	\$335.00	
A2555	Building Permit Demolition Permits	Building Permits	5	310.00	
		Demolition Permits	1	50.00	
			Sub-Total:	\$360.00	
				Total Local Shares Remitted:	\$803.36
Amount paid to: New York State Comptroller's Office				15.00	
Amount paid to: NYS Ag. & Markets for spay/neuter program				30.00	
Amount paid to: NYS Environmental Conservation				751.64	
Total State, County & Local Revenues:		\$1,600.00	Total Non-Local Revenues:		\$796.64

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RESOLUTION #06.22

APPROVAL OF SUPERVISOR'S MONTHLY FINANCIAL REPORT

On a motion of Councilman Corrigan and seconded by Councilman Fama following resolution was

ADOPTED Ayes 5 Wester, Corrigan, Fama, Martucio, Sparks
 Nays 0

Resolved that the Town Board approves the Supervisor's Financial Report for December 2021 as follows:

RECEIPTS	
SOURCE	AMOUNT RECEIVED
<u>GENERAL FUND:</u>	
NYCLASS Interest - ARPA	3.68
Clean Recycling	3,447.00
Interest Checking	1.52
NYCLASS Interest - Ricky Green	0.29
NYCLASS - Interest	17.58
Fines & Forfeitures	-296.00
AIM Payment	9,383.00
Total	<u>12,557.07</u>
<u>HIGHWAY FUND:</u>	
Interest Earnings	1.08
Interest NYCLASS	24.33
Total	<u>25.41</u>
<u>Special Districts</u>	
Total	<u>0.00</u>
Total	12,582.48

DISBURSEMENTS	
Fund or Account	Amount Expended
<u>FUND</u>	
GENERAL	53,824.66
HIGHWAY	91,478.96
SPECIAL DISTRICT	
Total	145,303.62

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RESOLUTION #07.22

APPROVE BUDGET TRANSFER TO REDUCE SUPERVISOR'S SALARY

On a motion of Councilman Fama and seconded by Councilman Corrigan following resolution was

ADOPTED	Ayes	5	Corrigan, Fama, Martucio, Sparks
	Nays	0	
	Abstain	1	Wester

Resolved that A1220.1 Supervisor Services be reduced by One Thousand Dollars (\$1,000.00) and transferred to A1220.4 Supervisor Contractual.

RESOLUTION #08.22

AUDIT OF HIGHWAY FUND CLAIMS

On a motion of Councilman Fama and seconded by Councilman Sparks following resolution was

ADOPTED	Ayes	5	Wester, Corrigan, Fama, Martucio, Sparks
	Nays	0	

Resolved that Highway Fund Vouchers #1- #6 as set forth in Abstract No. 1 of 2022 in the amount of \$42,624.52 are approved.

RESOLUTION #09.22

AUDIT OF GENERAL FUND CLAIMS

On a motion of Councilman Sparks and Councilman Corrigan seconded by following resolution was

ADOPTED	Ayes	5	Wester, Corrigan, Fama, Martucio, Sparks
	Nays	0	

Resolved that General Fund Vouchers #1-18 as set forth in Abstract No1 of 2022 in the amount of \$51,666.84 are approved.

With no further business, on a motion of Councilman Fama and seconded by Councilman Corrigan, the meeting was adjourned at 8:50PM. Carried unanimously.

Respectfully submitted,

Annette M. McNinch

Annette M. McNinch
Town Clerk