

**ORGANIZATIONAL AND REGULAR MEETING
TOWN OF CONESUS
JANUARY 3, 2023**

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 3rd day of January 2023.

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

OTHERS PRESENT: Ron Maxwell, Code Enforcement Officer; Brenda Eddy, Historian, and members of the community.

Councilman Butterbrodt led the Pledge to the Flag.

2023 ORGANIZATIONAL MEETING

APPOINTMENT/ACCEPTANCE OF DEPUTY TOWN SUPERVISOR

Gary Sparks was appointed Deputy Town Supervisor

APPOINTMENT/ACCEPTANCE OF DEPUTY HIGHWAY SUPERINTENDENT

Tim Willis was appointed Deputy Highway Superintendent

APPOINTMENT/ACCEPTANCE OF DEPUTY TOWN CLERK

Wendy Liesegang/Sharon Knight was appointed Deputy Town Clerk

APPOINTMENT/ACCEPTANCE OF JUSTICE CLERK

Debra Coburn was appointed Justice Clerk.

**ORGANIZATIONAL AND REGULAR MEETING
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RESOLUTION #01.23

APPROVAL OF 2023 ORGANIZATIONAL MEETING ACTIONS AND APPOINTMENTS AS PRESENTED

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

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

Whereas, the Town of Conesus Town Board on the 3rd Day of January 2023 has reviewed, amended and agreed to accept the following 2023 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 CHAIRPERSON	BRAD FRANCIS
ZONING BOARD OF APPEALS CHAIRPERSON	MARK HOPKINS
ZONING BOARD OF APPEALS (Term 1/1/23-12/31/27)	BRIAN MCCARTY
REPRESENTATIVE TO COUNTY TRAFFIC SAFETY COUNCIL (1/1/23 - 12/31/23)	DON WESTER
ALTERNATE REPRESENTATIVE TO COUNTY TRAFFIC SAFETY COUNCIL (1/1/23 - 12/31/23)	GARY SPARKS
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	VACANT
SNOW REMOVAL WALKWAYS TOWN HALL	ANDREW KRANZ

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2023 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 (Butterbrodt)	\$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	\$7,500	Bi-Weekly
Assessor	\$20,088	Bi-Weekly
Highway Superintendent	\$64,000	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	\$4,000	By Voucher
Historian	\$1,948	Monthly
Attorney	\$2,125	Monthly
Special Council	Per Diem	Per Diem
Accountant	\$10,800	By Voucher
Payroll	\$2,200	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	\$14.20/hour	Bi-Weekly
Recycling Center Personnel	\$14.20/h0UR	By Voucher
Election Inspectors	Per Law	Per County Billing
Handyman	\$14.20/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.

2023 TOWN BOARD MEETING SCHEDULE

Resolved that the Town Board approve the 2023 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 3 and 17
February 7 and 21
March 7 and 21
April 4 and 18
May 2 and 16
June 6 and 20
July 18
August 15
September 5 and 19
October 3 and 17
*November 9 (Thursday) and 21
December 5 and 19
*Election Day is Tuesday November 7

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 2023.

DESIGNATE LEGAL DEPOSITORY

Resolved that the Town Board designate Five Star Bank as the Town's legal depository for 2023.

2023 MILEAGE RATE

Resolved that the mileage reimbursement rate for 2023 is \$.655/mile.

TOWN BOARD COMMITTEES AND LIAISONS FOR 2023

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 TRAFFIC SAFETY BOARD LIV COUNTY PLANNING AND TOWN PLANNING BOARD LIAISON
COUNCILMAN BUTTERBRODT	CONLON/MULVANEY LEGION LIAISON PARKS LIAISON ARPA PROJECT ASSISTANT ASSIST AND SUPPORT PROJECTS WHERE NECESSARY
COUNCILMAN CORRIGAN	FACILITIES MAINTENANCE (PARK/TOWN HALL EXTERIOR) ZBA LIAISON GOLDEN YEARS LIAISON ASSIST AND SUPPORT PROJECTS WHERE NECESSARY

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COUNCILMAN FAMA

CONESUS LAKE ASSOCIATION LIAISON
CO-PARTNER CLWSC/LCWSA WITH
SUPERVISOR WESTER
ASSIST & SUPPORT PROJECTS WHERE
NEEDED
ARPA PROJECTS ASSISTANT

COUNCILMAN SPARKS

TRAFFIC SAFETY BOARD ALT
BOY SCOUTS LIAISON
AMBULANCE DISTRICT LIAISON
DEFERRED COMPENSATION PLAN LIAISON
ASSIST & SUPPORT PROJECTS WHERE
NEEDED

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 #02.23

AGREEMENT TO SPEND HIGHWAY FUNDS

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

ADOPTED BY ROLL CALL VOTE

Aye	Wester
Aye	Butterbrodt
Aye	Corrigan
Aye	Fama
Aye	Sparks

Resolved that the Town Board approves the 2023 Agreement to Spend Town Highway Funds as follows:

(Will Scan In)

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RESOLUTION #03.23

AGREEMENT FOR GENERAL LEGAL SERVICES TO THE TOWN OF CONESUS

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

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

Be It Resolved, that the Town of Conesus engages Donald A. Young, Esquire to provide legal services to the Town, all at the cost set forth in and as in accordance with the engagement letter for such services, which letter is hereby approved, said services provided in the alternative to the office of the Town Attorney, which officer is abolished.

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 7:24PM. Carried unanimously.

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**JANUARY 04, 2023
REGULAR MEETING**

Supervisor Wester thanked everyone for the hard work done during 2022.

A moment of silence was observed in memory and honor of the passing of William Greene for his generosity and commitment to the Town of Conesus.

Condolences were extended to Highway Superintendent Dan Marusiak on the passing of his father.

ANNOUNCEMENTS AND COMMUNICATIONS

1. Next Town Board Tuesday January 17, 2023, 7PM
2. The TE-9 submitted to NYS DOT for a speed reduction to 45 mph on McGinty Road was approved. Signs will be posted upon NYS Filing.
3. Nominees are being sought for Senior Citizens Recognition and Teen Recognition for 2023.

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:*

- 2023 Agreement to Spend Town Highway Funds was presented and approved during the Organizational Meeting.
- David Losey has officially retired.

Code Enforcement Report – *Ron Maxwell*

- Fire Inspections have been completed.
- Alan Rudgers will stay on to perform Fire Inspections.

Assessor Report – *Andy Mohr*

- No Report

UPDATES ON KEY ISSUES:

Conesus Lake: Councilman Fama

- Watershed Education Center is offering the following programs - Pre-Register at the CLA Website: www.conesuslake.org
 - On January 10, 2023 at 6:30 PM (Virtual or in person) Livonia Highschool Students will present their report

Conesus and Livingston County Planning Board: Reports: Councilman Butterbrodt

- Nothing to report – No Meetings were held

ZBA Reports: Councilman Corrigan

- Next meeting will be held on 1/30/2023

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Livingston County/Town Report: Supervisor Wester

- Livingston County Board of Supervisors Organizational Meeting was held today (1/4/2023) Their next meeting will be held on January 11, 2023.

Town Facilities Maintenance Report:

- Randy Fuller will assess the Highway Garage drain and foundation issues.
- Town Park drainage – detail needs to be provided for an RFP
- Town Hall siding – Councilmen Corrigan and Sparks are working on detail for RFP.
- Middle Road Abandonment is back on the agenda for completion.
- Solar Law – A clean final draft has been completed and will be sent to the County Planning Department to review before the final document is submitted to the Livingston County Planning Board and Town Board.
- Town Hall Meeting Room chairs – Councilman Fama is working on this and will present to Board for approval.
- New Phone System – Councilman Sparks has received a survey from the vendor to determine the Town needs. Preliminary estimates have been received but will provide more definite numbers once the survey and a site visit have been completed

NEW BUSINESS/RESOLUTIONS:

- Resolution to destroy obsolete and duplicate CLEAN Recycling Center user Tickets
- Discussion about CLEAN Recycling Center pricing to help meet the rising disposal costs – Tabled.

RESOLUTION #04.23

APPROVAL OF MINUTES

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

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

Resolved the minutes of the Regular Town Board Meeting held on September 6, 2022 are approved.

RESOLUTION #05.23

APPROVAL OF TOWN CLERK'S MONTHLY FINANCIAL REPORT

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

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

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Resolved that the Town Board approves the Town Clerk’s Financial Report for December 2022 as follows:

Will Scan In

RESOLUTION #06.23

APPROVAL OF SUPERVISOR’S MONTHLY FINANCIAL REPORT

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

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

Resolved that the Town Board approves the Supervisor’s Financial Report for December 2022 as follows:

WILL SCAN IN

RESOLUTION #07.23

APPROVE AUDIT AND DESTRUCTION OF DUPLICATE AND REMAINING 2022 CLEAN RECYCLING ANNUAL TICKETS

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

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

Resolved that after Town Board audit. the following obsolete and/or duplicate CLEAN Recycling Center Tickets are approved for destruction:

- Conesus User Tickets #290-#300
- Livonia User Tickets #418-#500
- Duplicate Construction Debris Tickets #02376-#02500

RESOLUTION #08.23

AUDIT OF HIGHWAY FUND CLAIMS

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

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

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Resolved that Highway Fund Vouchers #1- #4 as set forth in Abstract No. 1 of 2023 in the amount of \$30,312.84 are approved.

RESOLUTION #09.23

AUDIT OF GENERAL FUND CLAIMS

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

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

Resolved that General Fund Vouchers #1-#24 as set forth in Abstract No1 of 2023 in the amount of \$51,002.40 are approved.

RESOLUTION #10.23

OPEN EXECUTIVE SESSION

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

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

Resolved that this Board interrupts this meeting to enter an Executive Session at 08:31PM to discuss the employment history of a particular individual and further resolved that Clerk McNinch is invited

EXECUTIVE SESSION- *No Action Taken*

RESOLUTION #11.23

CLOSE EXECUTIVE SESSION AND RETURN TO REGULAR MEETING

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

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

Resolved that the Town Board closes the Executive Session and returns to Regular Session at 08.36PM

With no further business, on a motion of Councilman Fama and seconded by Councilman Sparks, the meeting was adjourned at 8:36PM. Carried unanimously.

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Respectfully submitted,

Annette M. McNinch

Annette M. McNinch
Town Clerk