

Conesus Town Board
2025 ORGANIZATIONAL MEETING
Tuesday, January 7,
2025, Conesus Town Hall
Regular Town Board
Meeting To Follow

OPEN WITH MOMENT OF SILENCE

7:05 P.M. CALL TO ORDER: SUPERVISOR WESTER

PLEDGE OF ALLEGIANCE: COUNCILMAN MCCARTY

APPOINTMENT/ACCEPTANCE OF DEPUTY TOWN SUPERVISOR

APPOINTMENT/ACCEPTANCE OF DEPUTY HIGHWAY SUPERINTENDENT

APPOINTMENT/ACCEPTANCE OF DEPUTY TOWN CLERK-TBD

APPOINTMENT/ACCEPTANCE OF JUSTICE CLERK

RESOLUTIONS BEFORE THE BOARD:

2025 ANNUAL APPOINTMENTS

REGISTRAR OF VITAL STATISTICS	JULIE SHUTT
RECORDS ACCESS/RECORDS MGT OFFICER	JULIE SHUTT
HISTORIAN	BRENDA EDDY
CODE ENFORCEMENT OFFICER	RONALD MAXWELL
	RICK MCGRAIN
DOG CONTROL OFFICER	COUNTY OF LIVINGSTON
PLANNING BOARD SECRETARY	CAROL CRANE
ZONING BOARD OF APPEALS SECRETARY	CAROL CRANE
CODE ENFORCEMENT COORDINATOR	CAROL CRANE
RESERVATION OF PARKS	HAZEL DELANEY
ATTORNEY FOR TOWN	DONALD A. YOUNG, ESQ.
SPECIAL COUNCIL	TERENCE ROBINSON
WEBSITE DEVELOPER/ASSISTANT	DON WESTER
FOREST & MUCK COORIDINATOR	DON WESTER
LEAD RECYCLINGATTENDANTS	DAN WALKLEY
PLANNING BOARD CHAIR 5 YEAR TERM	BRAD FRANCIS
ZONING BOARD CHAIR 5 YEAR TERM	MARK HOPKINS
TRAFFIC SAFETY COUNCIL 12/31/2024	DON WESTER
TRAFFIC SAFETY COUNCIL ALT. 12/31/2024	GARY SPARKS
COUNTY ALL HAZARD COMMITTEE	DAN MARUSIAK
BOOKKEEPER/ACCOUNTING SERVICES	BALDWIN BUSINESS
PARKS CUSTODIAN	ELAINE JACOBS
CLEANER	SHEILA STALEY
FAIR HOUSING OFFICER	DON WESTER
PARK HANDYMAN	CHRIS CRANE
SNOW REMOVAL WALKWAYS TOWN HALL	CHRIS CRANE

OTHER APPOINTMENTS-RE-APPOINTMENTS

2025 SALARY SCHEDULE

<u>TITLE</u>	<u>ANNUAL/hourly rate</u>	<u>Payment Schedule</u>
Supervisor (Wester)	\$13,520.00	Monthly
Town Council (Fama)	\$2,600.00	Monthly
Town Council (Butterbrodt)	\$2,600.00	Monthly
Town Council (Sparks)	\$2,600.00	Monthly
Town Council (McCarty)	\$2,600.00	Monthly
Town Clerk	\$28,650.00	Bi-Weekly
Deputy Town Clerk	\$0.00 /hour/TBD	By Voucher
Town Tax Collector	\$3,646.00	Bi-Weekly
Town Justice (1)	\$7,500.00	Monthly
Town Justice (2)	\$7,500.00	Monthly
Court Clerk	\$9,000.00	Bi-Weekly
Assessor	\$21,630.00	Annually
Assessor Clerk	\$ 3,800.00	Annually
Highway Superintendent	\$68,640.00	Bi-Weekly
Deputy Highway Superintendent	Hourly per Union Contract	Bi-Weekly
Building and Zoning Officer	\$26/hour	By voucher
Park Custodian	\$4,400.00	Monthly-seasonal
Town Vital Statistics Registrar	\$400.00	Annually
Records Management Officer	\$2,631.00	Annually
Cleaner	\$17.50/hr.	By Voucher
Historian	\$2,100.00	Monthly
Attorney	\$2,500.00	Monthly
Special Council	Per Diem	Per Diem
Accountant	\$12,900.00	By Voucher
Payroll	\$2,400.00	By Voucher
Board of Assessment Review (5)	\$75/diem	By Voucher
Planning Board (5)	\$25/diem	\$300/December
Zoning Board (5)	\$25/diem	\$300/December
Zoning Board Secretary	\$1,308.00	Monthly
Planning Board Secretary	\$1,308.00	Monthly
Code Enforcement Clerk	\$8,570.00	Annually
Recycling Center Lead Attendants	\$17.50/hour	Bi-Weekly
Recycling Center Personnel	\$15.00/hr.	By Voucher

Election Service Personnel	TBD by Board of Elections	By Voucher
Parks Handyman	\$15.00/hr.	By Voucher
Snow Removal walkways Town Hall	\$25.00/per job	By voucher

ESTABLISH STANDARD WORK HOURS FOR ALL HIGHWAY OFFICERS AND EMPLOYEES

Resolved that the Town Board establishes 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 establishes 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.

2025 TOWN BOARD MEETING SCHEDULE

ALL MEETINGS WILL BE HELD AT CONESUS TOWN HALL 6210 SOUTH LIVONIA RD., CONESUS. Bill paying begins at 6:30 pm; the meetings begin at 7 pm. All meetings are held on 1st Tuesday of the month unless otherwise noted.

request that the following meeting schedule is approved:

- January 7
- February 4
- March 4
- April 1
- May 6
- June 3
- July 1
- August 5
- September 2
- October 7
- *November Thursday 6
- December 2
- *Election Day is Tuesday November 4

ESTABLISH ORDER OF BUSINESS

Request that the Board adopts the following order of business for Town Board Meetings:

Review of bills commences at 6:30 pm; meeting begins at 7:00 pm-Moment of Silence.

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
11. Submission of Written Reports:
 - Assessor's Report
 - Code Enforcement Report
12. Updates on Key Issues:
 - Conesus Lake
 - 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
17. Highway Fund Claims
18. Adjournment

AGREEMENT TO SPEND HIGHWAY FUNDS
ROLL CALL VOTE REQUIRED

Request that the Town Board approves the 2025 Agreement to Spend Town Highway Funds effective immediately as follows:

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:

DOCUMENT WILL BE SCANNED INTO MINUTES AS SUBMITTED BY D. MARUSIAK.

AGREEMENT TO REMOVE SNOW FOR CONESUS FIRE DEPT.

Request for the Town Boards permission for the Highway Department participate in ice and snow removal for the Conesus Fire Department

AGREEMENT TO REMOVE SNOW FOR TOWN OF CONESUS FACILITIES

Request for the Town Boards permission for the Highway Department participate in ice and snow removal for Town of Conesus facilities.

Authorizing Highway Superintendent to designate and post Town roads sections that are without residences or commercial buildings as seasonal, limited access roads.

APPROVAL OF GENERAL OPERATING PROCEDURES FOR TOWN OF CONESUS

Changes made to this document reflect changes of elected and appointed employees of Town of Conesus and County of Livingston. Disaster Preparedness.

APPROVAL OF SUPERVISOR SPENDING

Authorizing Town Supervisor to pay time sensitive bills to avoid paying late fees and penalties.

APPROVAL OF AGREEMENT FOR GENERAL LEGAL SERVICES TO THE TOWN

Be it, resolved, that the Town of Conesus engages Donald A. Young, Esq. 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 office is abolished.

ESTABLISH TOWN CLERK PETTY CASH FUND

Request that the Town Board approves the Town Clerk to have a petty cash fund of Three Hundred Dollars and No Cents from which to make change and make miscellaneous purchases.

DESIGNATE OFFICIAL NEWSPAPER

Request that the Town Board approves the Livingston County News as the official newspaper for the Town of Conesus

DESIGNATE LEGAL DEPOSITORY

Request that the Town Board approves Five Star Bank as the legal depository for the Town of Conesus

2025 MILEAGE RATE

Mileage reimbursement rate for 2025 is \$.67/per mile (same as Livingston County)

REVIEW OF VARIOUS TOWN POLICIES

1. General Operating Procedure
2. Town of Conesus, New York Sexual Harassment Policy
3. Town of Conesus Website Policy
4. Town of Conesus Procurement Policy
5. Public Access to Records of Town of Conesus, New York
6. Town of Conesus, NY Policy for Workplace Violence

TOWN BOARD COMMITTEES AND LIAISON

Supervisor Wester : Livonia Recreation Liaison
Recycle Center Records/Permits/Liaison
Town Hall Interior/Exterior Maintenance
EOC Contact Person
IT/Technical Support
Traffic Safety Board
Regular Member
Liv. Co planning and Town Planning Board Liaison
Assist and support Projects when and where necessary

Councilman Butterbrodt: Conlon/Mulvaney Legion Liaison
Parks Liaison/Projects
Boy Scout project Liaison
Assist and support Projects when and where necessary

Councilman Sparks: Traffic Safety Board Alt.
Ambulance District Liaison
Deferred Compensation Plan Liaison
Assist and support Projects when and where necessary
Highway Facilities/Park ARPA projects Assistant

Councilman McCarty: Town Facilities Maintenance (Parks-Exterior Town Hall)
Golden Years Liaison
Zoning Board of Appeals Liaison
Assist and support Projects when and where necessary

Councilman Fama: Conesus Lake/Conesus Lake Association Liaison
Co Partner CLWC/CLWSA with Supervisor Wester
Assist and support projects when and where needed.
Projects Assistant

- Resolution #1 to Accept the Agreement to Spend Highway Funds Roll Call Vote
- Resolution #2 to Accept Agreement for General Legal Services to the Town
- Resolution #3 to Accept the 2025 Organizational meeting as presented.
- Motion to adjourn the 2025 Organizational meeting.