

Town Of Tompkins
Annual Reorganization Meeting
Minutes
January 8, 2018

The Annual Reorganization meeting of the Town of Tompkins Town Board was called to order at 7:45pm in the Town meeting room, Trout Creek, NY

Present:

1. William Layton-Supervisor
2. Brian Albanese-Councilperson
3. Peggy Backus-Councilperson
4. Howard Buttel-Councilperson
5. Timothy LaTourette-Councilperson

Others:

1. Ronald VanValkenburg-Hwy Superintendent
2. Nancy Roberts - Bookkeeper to the Supervisor
3. Michelle Phoenix- Town Clerk
4. Pamela Scofield – Deputy Clerk

Designation of Banks: RESOLUTION # 1-2018

Resolved; on Motion by LaTourette seconded by Layton it was moved to designate: Supervisor Layton - The National Bank & Trust Co and Community Bank NA.

Justice Johnson – Community Bank NA

Town Clerk/Tax Collector Phoenix – Community Bank NA

Trout Creek Sewer District – Community Bank NA

Vote: All AYES

Motion Carried.

Official Newspaper: RESOLUTION #2-2018

Resolved; on Motion by Albanese seconded by LaTourette it was moved to designate The Reporter as the official newspaper during the year 2018 for the purpose of legal matters with an Alternate when needed of The Daily Star.

Vote: All AYES

Motion Carried.

Town Of Tompkins
Annual Reorganization Meeting
Minutes
January 8, 2018

Appointments: RESOLUTION # 3- 2018

RESOLVED: On motion by Buttel seconded by Layton it was moved to appoint the following people to their respective positions as follows;

- a. Building Inspector – Joseph Reynolds
- b. Deputy Town Clerk and Deputy Registrar – Pamela Scofield
- c. Historian - Lynne VanValkenburg
- d. Dog Control Officer – Julia Lockwood
- e. Health Officer – Dr. Eric Dohner
- f. Deputy Supervisor - Howie Buttel
- g. Court Clerk – Linda Scott
- h. Bookkeeper to the Supervisor – Nancy Roberts
- i. Payroll Clerk – Linda bourn
- j. Assessor – Wendy Layton
- k. FEMA Administrator’s – Ron VanValkenberg & Nancy Roberts
- l. Trout Creek Sewer District Administrator – Michelle Phoenix
- m. Registrar of Vital Statistics – Michelle Phoenix
- n. Planning Board
 - a. Chairman – Paul Bartholomew
 - b. Angela Porpora
 - c. Timothy Bennett
 - d. Sebastian D’Agati
 - e. Nancy LaTourette
 - f. Alt – Charles Kohler

Vote: ALL AYES

Motion Carried.

Official Radio Station: RESOLUTION #4 - 2018

On motion by Howard seconded by Buttel it was moved to designate the Walton Radio Station WDLA as the official radio during the year 2018 for the purpose of local announcement to the Town Residents.

Vote: ALL AYES

Motion Carried.

Salaries:

On motion by LaTourette seconded by Albanese it was moved that the Salaries of the Town officers for the year 2018 are fixed in the budget and that the Supervisor is authorized to pay the approved salaries.

Vote: All AYES

Motion carried

Town Of Tompkins
Annual Reorganization Meeting
Minutes
January 8, 2018

Highway Expenditures:

On motion by Albanese seconded by Layton it was moved that Highway Superintendent to be authorized make purchases as per the procurement policy. Any purchase of greater than \$3000 must be done through the Town's purchase program.

Vote: All AYES -Motion carried.

Meeting Dates:

On Motion by Backus seconded by Layton it was moved to hold regular monthly meetings on the second Monday of every month at the Town Meeting Room Trout Creek, NY except for the August meeting which will be held August 20, 2018 and the October meeting which will be held on October 9, 2018 as well as the November meeting which will be held the first Thursday following the General Election.

Vote: ALL AYES

Motion Carried

Mileage rate:

On motion by Layton seconded by LaTourette it was moved to set mileage rate at 50.5 cents per mile for use of private vehicle on Town Business.

POLICY'S

Resolution 5-2018 Code of Ethics Policy

On Motion by Albanese seconded by Buttell to approve the Code of Ethics policy

Vote: ALL AYES

Motion Carried

~ Conflicts of interest as follows

Albanese – Forno Enterprises

Layton – Wendy Layton, Scott Shelton, Lynne VanValkenburg

LaTourette – Josh LaTourette

Backus – None

Resolution 6-2018 Workplace violence Prevention Policy

On Motion by LaTourette seconded by Buttell to approve the Workplace violence prevention policy.

Vote: ALL AYES

Motion Carried

Resolution 7-2018 Employee Harassment and discrimination Policy and Employee Sex Discrimination and Sexual Harassment.

On Motion by Albanese seconded by Layton to approve the Employee Harassment and discrimination Policy and Employee Sex Discrimination and Sexual Harassment

Vote: ALL AYES

Motion Carried

Resolution 8-2018 Employee Use of Computers, Internet and Email Policy

Town Of Tompkins
Annual Reorganization Meeting
Minutes
January 8, 2018

On Motion by Layton seconded by LaTourette to approve the Employee Use of Computers, Internet and Email Policy

Vote: ALL AYES

Motion Carried

Resolution 9-2018 Town of Tompkins Procurement Policy

On Motion by Albanese seconded by Layton to approve the Workplace violence prevention policy.

Vote: ALL AYES

Motion Carried

Resolution 10-2018 Standard work day reporting for elected and appointed officials for the New York State and Local Retirement system

On Motion by LaTourette seconded by Buttell to approve the Standard work day reporting for elected and appointed officials for the New York State and Local Retirement system for 2018.

Vote: ALL AYES

Motion Carried

Adjourn: At 8:29 pm

Michelle Phoenix
Town Clerk, Town of Tompkins