

Tyre Town Board
Organizational Meeting Agenda
January 5, 2023, 6:30 PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Open Privilege of the Floor
- V. Resolutions and Motions

#1 RULES OF PROCEDURE

Recommended resolution, Pursuant to Town Law §63, adopting the Rules of Procedure for 2023. APPENDIX A

#2 VOTING PROCEDURES

Recommended resolution, Pursuant to Town Law Article IV §60, §63, §64, that voting of the Town Board will be taken by voice vote of ayes and nays, unless a roll call vote is requested by a Council Member. Roll call voting shall be conducted in alphabetical order of each Council Member followed by the Town Supervisor. The Town Clerk shall keep a record of the vote of each Council Member for each vote.

#3 APPOINTMENT OF LEGAL ADVISOR

Recommended resolution, Pursuant to Town Law Article III §20(2)(b), to designate Graff Law Office, PLLC for continued legal services as Attorney for the Town for 2023.

#4 BLANKET UNDERTAKING

Recommended resolution, Pursuant to Public Officers Law Section 11(2), that the Town Board authorizes a blanket undertaking covering officers, clerks, and employees of the Town in lieu of individual undertakings as required by Town Law Section 25. This blanket undertaking indemnifies the Town against losses caused by the failure of officers and all other employees to faithfully perform their duties or by their fraudulent or dishonest acts for the year 2023.

#5 SELECTION OF REGULAR TOWN BOARD MEETING DATES

Recommended resolution; Pursuant to Town Law Article IV §62, that the Town Board 2023 Regular Town Board meetings will, throughout the year 2023, be held at 6:30 p.m. on the third Thursday of each month, with the exception of February 2023 when it will be held on the fourth Thursday, at the Tyre Municipal Building, 1082 Gravel Road, Seneca Falls, NY 13148, and requests the Town Clerk to post legal notice of such meeting schedule. January 19, 2023; February 23, 2023; March 16, 2023; April 20, 2023; May 18, 2023; June 15, 2023; July 20, 2023; August 17, 2023; September 21, 2023; October 19, 2023; November 16, 2023; and December 21, 2023.

#6 AUTHORIZATION OF SUPERVISOR TO ADMINISTER DAY-TO-DAY TOWN BUSINESS

Recommended resolution, Pursuant to Town Law Article III §29(16), authorizing and

delegating the Town Supervisor the powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all state and federal laws applicable thereto and with any and all local laws, resolutions and policies heretofore or hereafter adopted by the Town Board.

#7 DESIGNATION OF TOWN BANKS

Recommended resolution, Pursuant to General Municipal Law Article II §10, §11, Town Law Article III §29, and Town Law §64 (1), that Lyons National Bank, Five Star Bank, and The Community Bank NA shall be the official Town Banks and the depositories for Town Funds and that the Supervisor shall be authorized without limit to deposit funds at said financial institutions and other banks and trust companies that meet New York State criteria for such institutions to obtain the most favorable rates and charges available. The Supervisor shall be authorized to open, operate, maintain, and manage any deposit, checking, and investment account(s) at any such institution on behalf of the Town.

#8 AUTHORIZATION OF THE SIGNATURES OF THE SUPERVISOR AND DEPUTY SUPERVISOR FOR ALL TOWN BANK ACCOUNTS

Recommended resolution, authorizing the signatures of both Elizabeth L. Partee and Kenneth A. Sutterby for all Town bank accounts at Lyons National Bank, Five Star Bank, and The Community Bank NA for 2023.

#9 AUTHORIZATION OF SUPERVISOR TO MAKE CERTAIN PAYMENTS WITHOUT PRIOR AUDIT

Recommended resolution, the Supervisor shall, without prior audit, pay salaries of officers or employees, health insurance, retirement dues, utility services, and rent. Claims for these payments shall be presented at the next regular meeting for audit.

#10 APPOINTMENT OF BOOKKEEPER AND PAYROLL AGENT

Recommended resolution, that the Tyre Town Board shall retain the services of Michael A. Gross as the Bookkeeper and Payroll Agent for the Town of Tyre for the year 2023.

#11 PROCUREMENT POLICY

Recommended resolution, Pursuant to General Municipal Law Article V-A §104-B, that the Procurement Policy of the Town shall be readopted as currently exists, adopted with resolution on May 18, 2017, subject at all times to future revision by the Town Board.

APPENDIX B

#12 FINANCIAL – CUSTODY AGREEMENT

Recommended resolution, that the Custody Agreement from Lyons National Bank dated 6/10/22, the Custody Agreement from Five Star Bank dated 1/14/13, and the Custody Agreement from Community Bank dated 1/17/13 and amended 9/7/17 be continued.

APPENDIX C

#13 FINANCIAL – INVESTMENT POLICY

Recommended resolution, that the current Investment Policy, amended 6/16/22, be continued. APPENDIX D

#14 DESIGNATION OF OFFICIAL NEWSPAPER

Recommended resolution, Pursuant to Town Law Article IV §64(11), designating the Finger

Lakes Times, a newspaper regularly published in Seneca County and having a general circulation in this Town as the Town's official newspaper in 2023.

#15 2023 DESIGNATED TOWN HOLIDAYS

Recommended resolution, Pursuant to the Employee Handbook that the following are designated Town holidays for 2023. All Town offices shall be closed for services on these dates.

Monday 01/02/23 New Year's Day (observed)
Monday 01/16/23 Martin Luther King Jr. Day
Monday 02/20/23 President's Day
Monday 05/29/23 Memorial Day
Monday 06/19/23 Juneteenth
Tuesday 07/04/23 Independence Day
Monday 09/04/23 Labor Day
Monday 10/09/23 Columbus Day and Indigenous Peoples Day
Tuesday 11/07/23 Election Day
Friday 11/10/23 Veteran's Day
Thursday 11/23/23 Thanksgiving
Monday 12/25/23 Christmas Day

#16 HIGHWAY SUPERINTENDENT PURCHASES

Recommended resolution, Highway Law Article VII §142(1)(a), that the Town Board authorizes the Highway Superintendent to purchase equipment, tools and other implements to be used for highway maintenance, construction or reconstruction, snow ploughs or other devices for the removal of snow from the highways from moneys appropriated for that purpose, subject to the conditions of the Town Procurement policy, without prior approval of the Town Board. All such claims shall be presented at the next meeting for audit.

#17 PETTY CASH

Recommended resolution, that the Town Board authorizes establishment of petty cash funds of \$50.00 for the Tax Collector, \$100.00 for the Town Clerk, \$400.00 for the Justices (2), and \$100.00 for the Assessor, and that each Department Head shall be responsible for the accounting in accordance with Town Law Article VII §118.

#18 BUILDING MAINTENANCE SERVICES

Recommended resolution, reappointing Dennis Stone to the position for building maintenance services for the Town of Tyre.

#19 PERSONAL VEHICLE USE

Recommended resolution, Pursuant to Town Law Article VIII §116(1), that Town vehicles shall be utilized for the conduct of Town business when available, however the Town Board authorizes employees and officials of the Town to utilize personal vehicles in the conduct of Town business with prior authorization from their department head, the Supervisor, or resolution of the Town Board. Such persons shall be eligible for reimbursement at the IRS reimbursement per mile rate (65.5 cents) for documented use, upon presentation of documentation and audit.

#20 SALARY AND WAGE SCHEDULE

Recommended resolution, Pursuant to Town Law Article III §27 and Article VIII §116(1), that the Town Board establishes the positions listed on the Salary and Wage Schedule for Elected and Appointed Positions for one year, and that the holder of each position shall be paid bi-weekly at the rate specified therein, subject to the amounts budgeted therefor, effective January 1, 2023.

Hourly Employees/Appointees

Clerk to Justice (FT) - \$24.00/hr – 40 hrs/wk

Clerk to Justice (PT) - \$15.00/hr – 20 hrs/wk

Zoning Enforcement Officer (PT) - \$20.50/hr – 20 hrs/wk

Salary Employees/Appointees

Assessor - \$25,000/yr

Dog Control Officer - \$4,500/yr

Tax Collector - \$3,000/yr

Budget Officer - \$600/yr

Town Historian - \$350/yr

Registrar of Vital Statistics - \$300/yr

Elected Officials

Highway Superintendent - \$60,000/yr

Town Justice 1 - \$27,000/yr

Town Justice 2 - \$27,000/yr

Town Clerk - \$22,000/yr

Town Supervisor - \$21,600/yr

Town Councilperson - \$3,800/yr

Boards

Planning Board Members - \$1,450/yr

Planning Board Chairman - \$2,650/yr

Planning Board Secretary - \$1,450/yr + \$100/meeting

Board of Assessment Review Members - \$75/day

#21 2022 SALARY AND WAGE SCHEDULE HIGHWAY DEPARTMENT

Recommended resolution, Pursuant to Town Law Article III §20(1)(b) and Article VIII §116(1), that the Town Board establishes the hourly wage rates, effective as of January 1, 2023.

Highway Laborers - \$25.40/hr full time – 40 hrs/wk

Highway Laborers - \$20.50/hr part time – 20 hrs/wk

#22 DESIGNATION OF BUDGET OFFICER

Recommended resolution, designating the Supervisor as Budget Officer for the Town and all

Special Districts for 2023.

#23 ANNUAL FINANCIAL REPORT

Recommended resolution, authorizing the Supervisor 60 days from January 1, 2023 to file the annual financial report to the Town Clerk with a copy of the report to the Office of the State Comptroller. (The report will be prepared by the Town's bookkeeper).

#24 FUND BALANCE POLICY

Recommended resolution, adopting the Fund Balance Policy for 2023. APPENDIX E

#25 ELECTRONIC BANKING POLICY

Recommended resolution, adopting the Electronic Banking Policy for 2023. APPENDIX F

#26 CREDIT CARD POLICY

Recommended resolution, readopting the Town of Tyre Credit Card Policy for 2023. APPENDIX G

#27 SOCIAL MEDIA POLICY

Recommended resolution, readopting the Town of Tyre Social Media Policy for 2023. APPENDIX H

#28 TOWN OF TYRE ZONING FEE SCHEDULE

Recommended resolution, adopting the Town of Tyre Zoning Fee Schedule for 2023. APPENDIX I

#29 TOWN OF TYRE WATER SERVICES RATE TABLE

Recommended resolution, approving the Town of Tyre Water Services Rate Table for 2023. APPENDIX J

#30 PROPOSED LOCAL LAW #1 OF 2023

Recommended resolution, scheduling a public hearing on January 19, 2023 for a proposed Local Law overriding the New York State Property Tax Cap for the 2024 Town Budget.

VI. Appointments

2023 TOWN BOARD APPOINTMENTS

Recommended resolution, Pursuant to Town Law Article III §20(1)(b), that the Town Board authorizes the following appointments in accordance with the adopted Salary and Wage Schedule, contingent on completion of any qualifications or certifications as may be required to fulfill the position. All appointees shall serve for a term of one year (expiring on December 31, 2023), subject to the pleasure of the Town Board or as mandated by New York State statute.

- #1 Registrar of Vital Statistics
- #2 Dog Control Officer
- #3 Town Constable
- #4 Zoning Enforcement Officer

#5 PLANNING BOARD MEMBER

Recommended resolution, Pursuant to Town Law Article XVI §271, that the Town Board authorizes the appointment of a member to the Planning Board for a seven-year term expiring December 31, 2029. Appointment to serve at the pleasure of the Town Board or as mandated by New York State statute.

Other members of the Planning Board serve the following terms:

- Seem for a term expiring on December 31, 2023
- Kesel for a term expiring on December 31, 2024
- Hauenstein for a term expiring on December 31, 2025
- Barber for a term expiring on December 31, 2026
- A. Smith for a term expiring on December 31, 2027
- Geary for a term expiring on December 31, 2028
- (Alternate Member) Lambert

#6 PLANNING BOARD CHAIRMAN

Recommended resolution, Pursuant to Town Law Article XVI §271, that the Town Board authorizes the appointment of Chairman of the Planning Board for a one-year term expiring December 31, 2023. Appointment to serve at the pleasure of the Town Board or as mandated by New York State statute.

#7 ZONING BOARD OF APPEALS MEMBER

Recommended resolution, Pursuant to Town Law Article XVI §267, that the Town Board authorizes the appointment of a member to the Zoning Board of Appeals for a five-year term expiring December 31, 2027. Appointment to serve at the pleasure of the Town Board or as mandated by New York State statute.

Other members of the Planning Board serve the following terms:

- B. Smith for a term expiring on December 31, 2023
- Verkey for a term expiring on December 31, 2024
- Brand for a term expiring on December 31, 2025
- Damaske for a term expiring on December 31, 2026

#8 ZONING BOARD OF APPEALS CHAIRMAN

Recommended resolution, Pursuant to Town Law Article XVI §267, that the Town Board authorizes the appointment of Chairman of the Zoning Board of Appeals for a one-year term expiring December 31, 2023. Appointment to serve at the pleasure of the Town Board or as mandated by New York State statute.

TOWN SUPERVISOR APPOINTMENTS

#1 DEPUTY SUPERVISOR APPOINTMENT

Pursuant to Town Law Article III §42, Supervisor Partee announces the appointment of Kenneth Sutterby as Deputy Town Supervisor for a term expiring on December 31, 2023. During the absence or inability to act of the supervisor, or while the office of supervisor is vacant, the deputy supervisor shall preside, when present, at the meetings of the town board and shall be vested with all of the powers and may perform all of the duties of the supervisor (including the authority to sign checks in the absence of the supervisor), except that he shall have no vote in his capacity as deputy supervisor on matters coming before the town board and he shall not serve as a member of the county board of supervisors. Appointment to serve at the pleasure of the Town Supervisor.

#2 TOWN HISTORIAN APPOINTMENT

Pursuant to Arts and Cultural Affairs Law §57.07, Supervisor Partee announces the appointment of Kathleen Jans-Duffy as Town Historian for a term expiring on December 31, 2023. Appointment to serve at the pleasure of the Town Supervisor.

#3 2023 STANDING COMMITTEES

Supervisor Partee appoints the following Standing Committees for 2023:

- Highway
- Building
- Records & Communication
- Financial Management
- Sewer & Water
- Fire Protection
- Personnel
- Band Hall
- Agricultural Land Preservation Fund

Committee appointments serve at the pleasure of the Town Supervisor.

HIGHWAY SUPERINTENDENT APPOINTMENT

#1 DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT

Pursuant to Town Law §32(2), Highway Superintendent Eric Bush announces the appointment of Chris Chave as Deputy Highway Superintendent for a term expiring on December 31, 2023. During the absence or inability to act of the town superintendent of highways to act, such deputy shall act and be vested with all the powers and duties of the town superintendent as provided by law. Appointment to serve at the pleasure of the Highway Superintendent.

VII. New Business

VIII. Adjournment