

January 10, 2018  
Town of Erin  
Organization Meeting

The 2018 Organizational Meeting was called to order by Deputy Supervisor Austin at 6:37 PM. He then asked the Clerk to call the roll.

MEMBERS PRESENT: Randy Evans, Daniel Delorme, Michael Shutts, Daniel Cleveland (came in 10 minutes late).

MEMBERS EXCUSED: Richard Woolever

Deputy Supervisor Austin welcomed everyone and the Pledge of Allegiance was recited.

RESOLUTION 1-2018

RESOLUTION ESTABLISHING ORDER OF BUSINESS AT TOWN BOARD MEETINGS

Resolution By: D. Delorme

Seconded By: R. Evans

RESOLVED that the following rules shall be observed at Town Board Meetings during the year 2018:

- A. The Supervisor or Deputy Supervisor shall preside at all Town Board Meetings.
- B. At the regular meetings, the Supervisor or Deputy Supervisor shall call the meetings to order and the Clerk shall call the roll.

If a quorum be present the Order of Business shall be:

1. Roll Call.
2. Pledge to our Flag.
3. Reading of Minutes.
4. Presentation of Petitions and Communications.
5. Reading of the Agenda and Additions.
6. Motions and Resolutions.
7. Report of the Town Attorney.
8. Report of the Planning Board.
9. Report of the Planning Board Liaison.
10. Report of the Zoning Board of Appeals.
11. Report of the Parks, Recreation and Senior Committee.
12. Report of the Code Enforcement Officer.
13. Report of the Highway Superintendent.
14. Report of the Building and Grounds.
15. Report of the Highway Committee.
16. Report of the County Representatives.
17. Report of the Supervisor.
18. Report of Old Business.
19. Hearing of the Public.
20. Audit of Highway and General Fund Bills.
21. Adjournment of the Meeting.

C. Rules regarding all business:

1. If a quorum is not present, the members present adjourn to a fixed date.
  2. The Supervisor or Deputy Supervisor (in the Absence of the Supervisor) shall preserve order, decorum and shall decide all questions of order subject to Roberts Rule of Order.
  3. The Public may speak for three minutes only on a subject.
  4. The Supervisor, in all cases, has the right to vote and when the vote is equally divided, including his vote, the question is lost.
  5. Every member, prior to speaking shall address himself/herself to the Supervisor and/or the Deputy Supervisor.
  6. No member, prior to speaking, may do so more than once on a question until every member choosing to speak shall have spoken.
  7. Persons, not members of the Board may, by consent of the Supervisor and/or Deputy Supervisor, speak in regard to matters pending before the Board.
  8. When a question is stated from the Supervisor and/or Deputy Supervisor, every member present shall vote thereon, unless excused by the Board, or is directly interested in the question in which case he/she may abstain.
  9. No Motion, Resolution or Amendment shall be debated or put to vote unless it is seconded.
  10. The name of the member offering and seconded a Resolution and Motions shall be extended to the Minutes.
  11. The vote, upon all Motions, Resolutions and Amendments, shall be by roll call.
  12. All matters to be accepted on the Town Board shall be filed with the Clerk of the Board one week prior to the regular monthly or adjourned meeting of the Town Board but may not be added by majority of the Town Board vote. For any other meeting, the subject matter shall be stated in Notice of Special Meeting.
  13. The Town Clerk shall prepare a written agenda for all matters to be acted on by members with notice of all Special Meetings. The Town Clerk is not required to make copies of items to be acted on in agenda, but shall abstract subject matter of items for the purpose of agenda.
- Motion Carried: Ayes: R. Evans, D. Delorme, M. Shutts. Nays: None.

RESOLUTION 2-2018

RESOLUTION AFFIXING THE TIME AND PLACE OF REGULAR MEETINGS

Resolution By: D. Delorme

Seconded By: R. Evans

RESOLVED that the regular monthly meeting of the Erin Town Board shall be held on the second Wednesday of each month beginning at 7:00 PM ET or EDT, whichever is in effect, and be it further

RESOLVED that the meetings be held at Erin Town Hall, 1138 Breesport Road, Erin, NY unless by designation for holding the next meeting.

Motion Carried: Ayes: R. Evans, D. Delorme, M. Shutts. Nays: None

RESOLUTION 3-2018

RESOLUTION REGARDING FORM OF MINUTES FOR TOWN BOARD MEETING

Resolution By: D. Delorme

Seconded By: M. Shutts

RESOLVED that the Town Clerk be and hereby directed to keep minutes of the Town Board in typewritten form on heavy bond paper and furnish each member of the Town Board, Town Attorney,

Internal Budget and Accounting Officer and the Highway Superintendent within fourteen (14) days a copy of each set of minutes, and be it further

RESOLVED a draft copy of the Town board Minutes shall be made available to the public within fourteen (14) days, and be it further

RESOLVED in the event the minutes are found to be inaccurate, the Town Clerk shall be required to make necessary corrections duly noted by the Town Board, prior to filing of said minutes. The Town Clerk shall then furnish each member of the Town Board, Town Attorney, Internal Budget and Accounting Officer and the Highway Superintendent with a copy of each set of corrected minutes as filed, to include the signature of the Town Clerk, or facsimile thereof within ten (10) days after said Board Meeting and be it further

RESOLVED all copies of the Town Business will be made available to the public at a cost of \$1.00 (one dollar) per page, and be it further

RESOLVED statements made by the public will include Name, Address, recommendation and/or concern. Use of abusive or vulgar language will omit statement from being duly recorded.

Motion Carried: Ayes: R. Evans, D. Delorme, M. Shutts. Nays: None

#### RESOLUTION 4-2018

##### RESOLUTION DESIGNATING OFFICIAL NEWSPAPER

Resolution By: M. Shutts

Seconded By: R. Evans

RESOLVED that the Elmira Star-Gazette, 203 Baldwin Street, Elmira, NY, be designated as the Official Newspaper for the Town of Erin.

Motion Carried: Ayes: R. Evans, D. Delorme, M. Shutts. Nays: None.

#### RESOLUTION 5-2018

##### RESOLUTION APPROVING PURCHASE OF BONDS 2018

Resolution By: D. Delorme

Seconded By: D. Cleveland

RESOLVED that the Town of Erin bonds of the Town Officials be written in values of and/or not to exceed (NTE):

- Town Clerk/Tax Collector - \$60,000.00
- Supervisor - \$60,000.00 – NTE \$100,000.00
- All other Town Officials a blanket bond of \$20,000.00 – NTE \$50,000.00
- Deputy Supervisor - \$60,000.00 – NTE \$100,000.00

Motion Carried: Ayes: D. Cleveland, R. Evans, D. Delorme, M. Shutts. Nays: None.

#### RESOLUTION 6-2018

##### RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES FOR OFFICIALS

Resolution By: D. Delorme

Seconded By: D. Cleveland

RESOLVED that the Official Depositories of the Town of Erin for 2018 shall be as follows:

Supervisor:

General Fund Account

Trust and Agency

Highway Fund Account

Investment Account (CLASS) MBIA Services

One New York

New York, NY

Any Branch

Chemung Canal Trust Co.

One Chemung Canal Plaza

Justice, Town Clerk/Tax Collector

Chemung Canal Trust Co.

Motion Carried: Ayes: D. Cleveland, R. Evans, D. Delorme, M. Shutts. Nays: None.

#### RESOLUTION 7-2018

#### RESOLUTION AUTHORIZING SUPERVISOR TO ADVANCE CONFERENCE/TRAINING MONEY

Resolution By: D. Delorme

Seconded By: R. Evans

RESOLVED that the Town Supervisor be authorized to advance monies for expenses incurred at conferences/training for Town Officials, and be it further

RESOLVED that all Town Officials requesting to attend said conference/training are required to submit a resolution to the Town Supervisor in advance requesting authorization to attend such conference/training, and be it further

RESOLVED that any expenses incurred at conference/training without prior Town Board approval will be the responsibility of said own Official, and be it further

RESOLVED that Proof of attendance shall be submitted to the Town Board. Example: Literature or written report.

Motion Carried: Ayes: D. Cleveland, R. Evans, D. Delorme, M. Shutts. Nays: None.

#### RESOLUTION 8-2018

#### RESOLUTION APPROVING MEMBERSHIP IN ASSOCIATION OF TOWNS

Resolution By: M. Shutts

Seconded By: D. Cleveland

RESOLVED the Town of Erin be a member of the Association of Towns for the year 2018, and note there is money put aside in the budget for this purpose and be it further

RESOLVED that the Supervisor or Deputy Supervisor shall act as the delegate to the Association meeting in New York City, February 2018, in attendance and be it further

RESOLVED a Councilperson may serve as a delegate if neither the Supervisor nor the Deputy Supervisor is in attendance, and said delegate is approved by the Town Board.

Motion Carried: Ayes: D. Cleveland, R. Evans, D. Delorme, M. Shutts. Nays: None

#### RESOLUTION 9-2018

#### RESOLUTION APPROVING MILEAGE ALLOWANCE

Resolution By: R. Evans

Seconded By: D. Cleveland

RESOLVED that the mileage allowance for conducting Town Business shall be that in effect from the Internal Revenue Service (IRS) per mile, subject to Town Board audit, and be it further

RESOLVED that mileage will not be paid for normal travel to perform position duties and from the Town Hall, and that the mileage shall be recorded from destination A to destination B on mileage form designated by the Town Board, and be it further

RESOLVED that the Erin Town Board shall not authorize payment of mileage unless said mileage form is submitted for reimbursement.

Motion Carried: Ayes: D. Cleveland, R. Evans, D. Delorme, M. Shutts. Nays: None.

#### RESOLUTION 10-2018

#### RESOLUTION TO AUTHORIZE ELECTRONIC PRE-PAYMENT OF UTILITY AND INSURANCE BILLS

Resolution By: D. Cleveland

Seconded By: D. Delorme

RESOLVED that authorization for the Supervisor or Deputy Supervisor is made for the following bills to be classified electronic pre-payments: NYSEG, Verizon, Verizon Wireless, AT&T, and all insurance bills, so as to avoid paying penalties and/or cancellation.

Motion Carried: Ayes: D. Cleveland, R. Evans, D. Delorme, M. Shutts. Nays: None.

#### RESOLUTION 11-2018

##### RESOLUTION PERTAINING TO HEALTH INSURANCE

Resolution By: D. Cleveland

Seconded By: D. Delorme

RESOLVED that those employees working a minimum of forty (40) hours per week be covered by health insurance and be required to pay \$40.00 per month towards their premium, and be it further

RESOLVED that any other Elected or Appointed Official be afforded the opportunity to purchase insurance at the rates established by the Insurance Company, and be it further

RESOLVED that all retirees be afforded the right to continue health coverage under the guidelines established by COBRA, and be it further

RESOLVED that the Town of Erin furnishes no health insurance for its retirees or any form of payment schedule toward retiree premiums.

Motion Carried: Ayes: D. Cleveland, R. Evans, D. Delorme, M. Shutts. Nays: None.

#### RESOLUTION 12-2018

##### RESOLUTION ALL PAYROLLS BE DONE DIRECT DEPOSIT

Resolution By: M. Shutts

Seconded By: D. Delorme

RESOLVED that all Payrolls will be done by Direct Deposit by Budget Clerk with authorization by Supervisor or Deputy Supervisor.

Motion Carried: Ayes: D. Cleveland, R. Evans, D. Delorme, M. Shutts. Nays: None.

#### RESOLUTION 13-2018

##### RESOLUTION REQUIRING APPROVAL OF OVERTIME

Resolution By: D. Cleveland

Seconded By: M. Shutts

RESOLVED that the Highway Superintendent (Deputy Highway Superintendent in the absence of the Superintendent) obtain approval from the Town Supervisor or Deputy Supervisor or Highway Liaison before administering overtime.

Motion Carried: Ayes: D. Cleveland, R. Evans, D. Delorme, M. Shutts. Nays: None.

#### RESOLUTION 14-2018

##### RESOLUTION APPOINTING ANIMAL CONTROL SERVICES

Resolution By: D. Delorme

Seconded By: R. Evans

RESOLVED that The City of Elmira will provide Animal Control Services for a period of one (1) year with such term commencing on January 1, 2018 to December 31, 2018.

Motion Carried: Ayes: D. Cleveland, R. Evans, D. Delorme, M. Shutts. Nays: None.

A motion was made by D. Delorme and seconded by D. Cleveland to adjourn the meeting at 7:27 PM

Motion Carried: Ayes: D. Cleveland, R. Evans, D. Delorme, M. Shutts. Nays: None