

AGENDA

ONTARIO TOWN BOARD 2010 ORGANIZATIONAL MEETING

DATE: January 4, 2010 TIME: 7:00pm LOCATION: Ontario Town Hall

I. Call to Order

II. Pledge of Allegiance

III. Revisions to agenda

2010 Organizational Meeting

- 1) Motion for Appointments for 2010 (Terms of Office 1/1/10 to 12/31/10):

Attorney for the Town of Ontario	Alan J. Knauf (Knauf Shaw LLP)
Deputy Attorney for the Town of Ontario	Richard T. Williams II
Records Access Officer	Debra DeMinck
Deputy Records Access Officer	Carol Luety
Records Management Officer	Debra DeMinck
Deputy Records Management Officer	Carol Luety
Sub Registrar of Vital Statistics	Joann Amico
Sub Registrar of Vital Statistics	Beth Hart
Engineer for the Town of Ontario	MRB Group
Liability Insurance Agent	Concord Insurance Agency
Disability Insurance Agent	Thomas C. Briggs, Broker
Health Insurance Advisor	Bond Financial Network
Deputy Health Officer	Edward Collins
Code Enforcement Officer	Edward Collins
Deputy Code Enforcement Officer	William I. Riddell
Civil Defense Coordinator	Robert J. Kelsch
Budget Officer	Robert J. Kelsch
Town Historian	Elizabeth Albright
Animal Control Officer	Mark Plyter
Secretary, Zoning Board of Appeals	Donna Burolla
Clerk to Planning Board	Donna Burolla

- 2) Motion for Appointments for 2010 (Terms of Office 1/1/10 to 12/31/12) 2-year Term

Receiver of Taxes & Assessments	Debra DeMinck (01/01/10 to 12/31/12) 2-Year Term
Deputy Rec. of Taxes & Assessments	Carol Luety (01/01/10 to 12/31/12) 2-Year Term

- 3) Note the following Positions are Continuing Appointments:

Registrar of Vital Statistics	Debra DeMinck (01/01/08 to 12/31/11) 4 Year Term
Deputy Reg. of Vital Statistics	Carol Luety (01/01/08 to 12/31/11) 4 Year Term
Health Officer	Norman R. Loomis, M.D. (1/1/09 to 12/31/12) 4 Year Term

- 4) Motions for Annual Designations for 2009:

Official Newspaper	The Wayne County Mail and Times of Wayne County
Official Depositories	Lyons National Bank, JP Morgan Chase Bank and Citizens Bank
Mileage Reimbursement Rate	.50 per mile (new IRS rate approved for 2010)
2009 Town Board Meeting Schedule	(Attachment 1)
Regular Business Meetings	2nd and 4th Monday at 7:00 PM
Workshop Meetings	3rd Monday at 7:00 PM

All meetings are to be held in the Town Hall Meeting Room, 1850 Ridge Road, Ontario, NY, at 7:00 PM unless otherwise posted.

4) Motion to Adopt a Resolution for the Financial Institution for the Town of Ontario as follows; RESOLVED that Citizens Bank be and hereby is designated as the Financial Institution for the Town of Ontario and will act in normal banking capacity for the Town; BE IT FURTHER RESOLVED, that the following people are designated as authorized signers for financial transactions for 2010: Robert Kelsch, Town Supervisor and Scott Erdeli Town Accountant.

5) Motion to establish \$10,000,000 as the maximum amount that may be on deposit at any one financial institution.

6) Motion to re-approve Operating Policies for 2010 **(Attachment 2)**

- A) 4051P Procurement Policy *(PLEASE NOTE: Purchase Order Policy and Payment Instructions may be subject to change based on new accounting software)*
- B) 4052P Investment Policy

7) Amend the Fee Schedule per attached **(Attachment 3)**

8) Motion to establish Petty Cash and Change Funds for 2010:

<u>Department</u>	<u>Amount</u>	<u>Authorized Signature</u>
Town Clerk	\$200.00	Debra DeMinck or Carol Luety
Parks & Recreation	\$125.00	William I. Riddell, Lonna Jesse, Kim Millard
Rec. & Parks (Change Fund)	\$ 75.00	William I. Riddell, Lonna Jesse, Kim Millard
Town Justice	\$100.00	Justice Reginald Higgins or Dawn Yantch
Town Justice	\$100.00	Justice Paul Sucher or Dawn Yantch
Building/Zoning & Assessing	\$200.00	Edward Collins, Chris Luteyn or Katie Kelsch
Water Utilities	\$100.00	Rod Peets or Donna Heald
Highway	\$100.00	Jerry Santangelo or Marilee Stollery
Community Center	\$200.00	Pam Grundman or William I. Riddell

9) Motion(s) on Additional Designations for 2010

- A) Authorize Department Heads to make purchases from County and State Contracts within the Town's Procurement Policy.
- B) Adopt Robert's Rules of Order except where Town Law conflicts.

10) Motion(s) to appoint members to Advisory Boards (Terms of Office indicated)

- A) Planning Board Member (01/01/2010 . 12/31/2014) Michael Melino
- B) Zoning Board Member (01/01/10. 12/31/14) Charles Neumann
- C) Recreation & Parks Advisory Council (01/01/10-12/31/14) Annette Eaton, 5 year seat
- D) Recreation & Parks Advisory Council (01/01/10. 12/31/13) Julie Schueler, 4 year seat
- E) Board of Ethics (01/01/10-12/31/14) Tom Drexler
- F) Watershed Management Advisory Council (01/01/10-12/31/12) Brett Pevear
- F) Watershed Management Advisory Council (01/01/09-12/31/11) Rod Peets/Ed Collins
- G) Ontario Public Library Trustee 01/01/09-12/31/13) Floyd Welker

11) Motion to affirm Advisory Board Chairpersons for 2010

- A) Planning Board .. Eduard Kerkhoven
- B) Zoning Board of Appeals .. Don Anderson
- C) Ontario Library Trustee President .. Floyd Welker
- D) Recreation & Parks Advisory Board .. TBD
- E) Watershed Management Advisory Council .. TBD

12) Motion to establish monthly meeting days, as recommended by advisory board/councils, as follows:

- A) Planning Board .. 2nd Tuesday
- B) Zoning Board of Appeals .. 1st Wednesday

C) Recreation & Parks Advisory Board 3rd Wednesday

D) Watershed Management Advisory Council 3rd Wednesday

Meeting times and locations determined by each board/council.

- 13) Motion to adopt a Resolution consenting to the assignment of the Town of Ontario Justices to preside in other Town and Village Courts as the need arises during 2010 and approve the temporary assignment of Justices from other Town and Village Courts to Ontario's courts as needed during 2010.
- 14) Motion to designate the Ontario Town Board as the Board of Water Commissioners and appoint Robert J. Kelsch as Chairman of the Board of Water Commissioners, both for 2010.
- 15) Appoint members of the Records Management Council for 2010: Supervisor, Town Clerk, Town Employee (Jennifer Benedict), (Katie Kelsch), (Donna Heald).
- 16) Designate Official Departmental Signers for 2010. **(Attachment 4)**
- 17) Supervisor's Designation . Town Board Liaison Assignments for 2010 **(Attachment 5)**
- 18) Motion to authorize the Supervisor to sign contracts for:
 - a) Advance 2000 (two year) **(Attachment 6)**
 - b) Dog Control **(Attachment 7)**
 - c) Alan J. Knauf, Attorney for the town **(Attachment 8)**
 - d) Richard T. Williams, deputy Attorney for the town **(Attachment 9)**

Regular Business Meeting

IV. Comments from the Public

V. Correspondence:

VI. Old Business

VII. New Business

VIII. Budget Transfers/Adjustments (separate sheets attached)

IX. Policy Items

X. Appointments and Resignations

XI. Information Forum

1. County Business
2. Board Reports
3. Comments from the Public

XII. Approval of Claims

XIII. Workshop Items

XIV. Executive Sessions

Adjournment

UP-COMING

- January 11th Public Hearing on Commerce Center
Who is going to AOTSNY?
- January 18th Health Insurance Review
Property Maintenance Code
- February 15th Safe Workplace presentation
and security tour of Town Hall

NEXT WORKSHOP MEETING

January 18, 2010 @ 7 pm at the Town Hall

NEXT BUSINESS MEETING

January 11, 2010 @ 7 pm at the Town Hall

PLEASE NOTE – The second and fourth Monday evening will be a Business meeting. The third Monday evening will be a workshop. All Town Board meetings will be held at 7:00 p.m. at the Ontario Town Hall, 1850 Ridge Road, Ontario, NY unless otherwise posted and are open to the public.

* Agenda subject to change