

**ORGANIZATIONAL MEETING OF THE CAMPBELL TOWN BOARD
FOR THE YEAR 2022**

The organizational meeting of the Campbell Town Board was held on January 10, 2022, at 7:00 pm at the Campbell Town Hall with the following:

Members Present: Town Board Members: Jeffrey Horton John R. Tschantre; Glenn Vogel and James F. Drumm; **Town Clerk:** Michelle L. Seeley; and **Highway Supt:** Thomas A. Austin. **Code Enforcement Officer:** Thomas Hargrave Assessor: **Holly Smalt**

Members Absent: Michael Austin

Others Present: Wayne Cosier, Joseph Seeley, Norman Maynard, Denice Thompson, Jordon Frost

Compliance with Open Meetings Law: The meeting was called to order January 10, 2022 at 7:00 p.m. at the Campbell Town Hall to take care of organizational business for the year 2022. Following the organizational meeting, the January monthly meeting will be held January 10, 2022. The meeting is open to the public.

Pledge of Allegiance/Call to Order/ Roll Call/ Prior Minutes The pledge of allegiance was led by Jeffrey Horton and the meeting was called to order and roll call was taken by the Town Clerk.

Blanket Resolution #01-2022 For appointments and policies was offered by John Tschantre and seconded by James Drumm as follows:

Regular Town Board Meetings That the regular monthly Town Board Meetings for the year 2022 shall be

- (a) Held on the 2nd Monday of each month and shall be called to order at 7:00 pm at the Campbell Town Hall; with the exception of the October 2022 meeting which will be held October 3th 2022 due to the Columbus Day Holiday.
- (b) Per the adopted meeting list adopted by the Town Board on January 10, 2022

Town Supervisor Powers and Duties: That the powers and duties necessary for the day-to-day administration of the Town for the year 2022 is hereby delegated to the Town Supervisor, Jeffrey Horton, or in his absence, to the Deputy Town Supervisor.

DEPUTIES NAMED:

Deputy Town Supervisor: That John Tschantre is appointed Deputy Town Supervisor pursuant to Section 43 of the Town Law for the year.

Deputy Highway Superintendent: That the appointment by the Highway Superintendent, Thomas Austin, of Bradley Austin is hereby authorized for the year.

Deputy Town Clerk and Deputy Registrar of Vital Statistics: That the appointment by the Town Clerk, Michelle Seeley, of Teresa Winnie is hereby authorized for the year.

Second Deputy Town Clerk: That the appointment by the Town Clerk, Michelle Seeley, of Second Deputy Town Clerk, Kathy Darcangelo.

Deputy Tax Collector: That the appointment by the tax collector, William Rosplack of Michelle Seeley is hereby authorized for the year.

OTHER APPOINTMENTS:

Town Attorney: To hereby appoint Richardson and Pullen LLC as the official Town Attorney through their contract ending December 31, 2022.

Building Inspector and Code Enforcement Officer: That Thomas Hargrave is hereby appointed as Building Inspector and Code Enforcement Officer for the year.

Dog Control Officer: That Randy Akins is hereby appointed as Dog Control Officer for the year.

Court Clerks: That Kathy Darcangelo and Teresa Winnie are hereby appointed as Court Clerks for the year.

Bookkeeper: That Wendy Oman is hereby appointed as Town Bookkeeper and secretary to the Supervisor for the year.

Budget Officer: That the Town Supervisor, Jeffrey Horton, is hereby appointed as the Budget Officer with the Bookkeeper as the administrator of the budget.

Section 3 Coordinator: That the Bookkeeper, shall be designated as the Section 3 Officer for the Town of Campbell for the 2022 Fiscal Year.

Labor Standards Officer- That the Bookkeeper shall be designated as the Labor Standards Officer for the Town of Campbell for the 2022 Fiscal Year.

Fair Housing Officer- That the Bookkeeper shall be designated as the Fair Housing Officer for the Town for the 2022 Fiscal Year

Health Officer: That NYS Public Health Law mandates that the Campbell Town Board is the local Board of Health and that Sheri Markell is appointed as Health Officer for the year.

Tax Assessor: Holly Smalt is hereby appointed until the end of her contract which expires on 09/30/2025

Town Historian: That Sandra Austin is hereby appointed as Town Historian for the year.

Part Time Water Collection Clerk: That Jacquelyn Kohman be appointed as Part Time Water Administer for 2022.

Water Treatment Operators (Water Districts 1, 2, 3 and New Water District #1 Extension): That Thomas Austin is hereby appointed as Water Treatment Operator for Water Districts 1, 2, 3 & New Water District #1 Extension for the year and John Kemp is hereby appointed Assistant Operator for Water District #1 and New Water District #1 Extension as needed.

Summer Recreation Director: That Paula Ayers is hereby appointed as Summer Recreation Director for the year.

Janitorial Services/Basic Maintenance: That Justin Stark is hereby appointed the Janitor and basic maintenance for the year.

Snow Shoveling at Town Hall: That Joseph Gauss is hereby appointed for Snow Shoveling at the Town Hall for the year.

Mowing at Town Hall, East Campbell Park and Cemeteries: That Joseph Gauss is hereby appointed for mowing at the Town Hall and all cemeteries except, East Campbell Cemetery, located at East Campbell Park location. That the Highway department is hereby appointed to mow the East Campbell Park and the East Campbell cemetery. The Highway department to be reimbursed from the General Fund for its services after the mowing season.

Records Management Officer: It is noted that the Records Management Officer is always the Town Clerk. The Town Clerk is therefore responsible for all Town records including retention, storage and purging of all records according to the NYS Archives Local Government Retention Schedules, which also include all electronic filing of records.

OTHER BOARD APPOINTMENTS:

Board of Assessment Review regular Member

That Dale Seeley be appointed to fill the term of September 1, 2021 to October 31, 2026

POLICIES & MISCELLANEOUS:

Bank Depositories: That Community bank, N.A. and Five Star Bank are hereby designated as the official depositories for all Town funds and Accounts.

Banking Resolution: That the Town Supervisor and Deputy Town Supervisor be authorized signers on the Town Bank Accounts: General Funds, Highway Funds, Water District Funds, Reserve Funds, Trust & Agency Funds and Capital Project Funds.

Wages of Town Officials & Staff: That the wages of Town Officials and all staff as set forth in the 2022 Adopted Town Budget, 2022 budget notes and in letters of hire be accepted and paid, including Social Security, where applicable, when due for the year 2022. Also note that time off for all Town Hall employees for vacation, education or compensation time off is to be documented on the calendar in the court clerk's office at least 1 week in advance. Sick time must also be documented on this calendar.

Petty Cash Funds Authorized: That the following be authorized: Town Clerk be authorized \$300.00 (\$200.00 held in bank as overdraft protection, \$100.00 in cash drawer) in petty cash funds; the Justices be authorized \$100.00 each in petty cash funds with current Justice Patricia Horton holding the \$200.00 in year 2022; the Secretary be authorized \$50.00 in petty cash funds; the Water Collection Clerk be authorized \$150.00 in petty cash funds; and the Tax Collector be authorized \$150.00 in petty cash funds.

Highway Expenditures: That the Highway Superintendent is authorized to spend up to \$4,000.00 per item for the purchase of parts, equipment and tires as necessary, without Board approval.

A motion to approve this increase from \$2,500.00 to \$4,000.00 was made by Glenn Vogel and seconded by James Drumm. Adopted by Roll Call Vote: John Tschantre: Aye, James Drumm: Aye, Glenn Vogel: Aye Mike Austin: Absent, and Jeffrey Horton: Aye.

Final Balances: That the final balances of the year 2021 General Funds and Highway Funds be released for use in the Fund Balance for the year 2022.

All Original Town Records: That as requested by the Town Clerk, by authority of paragraph 30 of the Town Law, it is hereby the Town policy that all Town records including canceled checks, contracts, deeds, vouchers, tax records, warrants, insurance policies and other records that shall be kept in the Town Clerk's vault or in other approved fire safe storage. Access to these records will be available during regular Town Clerk business hours, Monday through Thursday 8:00 am to 4:00 pm according to the Freedom of Information Law. The Town Clerk is responsible for all retention, storage and purging of such records.

Mileage: That Town Officials be reimbursed per mile traveled at the Federal rate established for the year 2022 on official Town Business.

Mileage Policy: For the purpose of establishing a policy and standard for requirements for submitting mileage for all departments, the policy will be:

Campbell Town Organizational Board Minutes for Meeting of January 10, 2022

- (a) That for field reviews, dinner meetings, complaint calls, business meetings, etc., that the address destination is listed with the appropriate mileage.
- (b) That for banking at Community Bank, NA or Five Star Bank, NA, the mileage is based on driving to the nearest branch which is 18 miles, round trip.
- (c) That for business at the Steuben County Office Building, mileage is 22 miles, round trip.

Town Policies: That the Procurement & Vouchering Policy, English Language Proficiency Policy, Ethics Policy and Sexual Harassment Policy adopted by the Town Board, are hereby reaffirmed for 2022.

Blanket Bonds: That the Town obtains Blanket Bonds for Town Officials in the amount and for the purposes that each office requires.

Official Newspaper: That The Corning Leader be designated as the official Town newspaper for the year, and that all regular and official notices be published in the same.

Ambulance Service: That American Medical Response of 25 E. Pulteney St., Corning, NY is hereby appointed the official Town Ambulance service for the year.

Stump Removal: That the Highway Superintendent, is hereby authorized to contract for removal of stumps for the Highway Department, at a cost not to exceed \$200.00 per stump.

Animal Shelter: That Ann Denmark Private Kennel and Shelter located in Addison, NY is hereby appointed as the Town Animal Shelter for the year as long as said shelter is in compliance with and passes all inspection reports for the year 2022.

Emergency Plan for Ice Jam and or Flooding: The emergency plan for a foreseeable ice jam and potential flooding is as follows: the Highway Superintendent, Town Supervisor and or the Deputy Town Supervisor are authorized to deal with the situation at their discretion.

Unified Court Temporary Assignment System: That the Town participates in the temporary justice assignment program pursuant to Section 12b of the Judiciary Law for the Year 2022.

Rules of Order/ Public Hearings: It is noted that the rules of order and policy established regarding public hearings would be the same as 2021.

EDUCATION/SCHOOLING:

Highway Superintendent Schooling and Conference: That the Highway Superintendent has authorization to attend the Highway Superintendent's schooling and the Highway Superintendent's Conference and is authorized to do so at the Town's expense of an amount equal to the Federal Guidelines.

State Magistrate Association: That the Town Justices be authorized to attend this year's State Magistrates Meetings at the Town's expense, according to the adopted policy.

Training & Certifications: That any required training in any department in year 2022 is authorized at the Town's expense with all Certificates of training to be filed with the Bookkeeper.

Blanket resolution ##01-2022 was: Adopted by Roll Call vote: AYES:4 NAYS:0 ABSENT:1 John Tschantre: Aye, James Drumm: Aye, Glenn Vogel: Aye Mike Austin: Absent, and Jeffrey Horton: Aye.

Adjournment.

At 7:16 PM the 2022 Organizational meeting was closed and the regular Monthly meeting was called to order.

Respectfully submitted,

Michelle Seeley
MICHELLE L.SEELEY
Campbell Town Clerk

DATED: January 11, 2022