

**ORGANIZATIONAL MEETING OF THE CAMPBELL TOWN BOARD  
FOR THE YEAR 2020**

The organizational meeting of the Campbell Town Board was held on January 06, 2020, at 7:00 pm at the Campbell Town Hall with the following:

**Members Present: Town Board Members:** Jeffrey Horton John R. Tschantre; Terry E. Wheat and James F. Drumm; **Town Clerk:** Michelle L. Seeley; and **Highway Supt:** Thomas A. Austin. **Code Enforcement Officer:** Thomas Hargrave **Dog Control Officer:** Randy Akins

**Members Absent:** Glenn Vogel

**Others Present:** Wayne Cosier, Stanley Manning, Ashley Knowles, Ron Morse

**Compliance with Open Meetings Law:** The meeting was called as the organizational meeting. Notice of this meeting was worded that the Town Board of the Town of Campbell would hold a special meeting on January 06, 2020 at 7:00 p.m. at the Campbell Town Hall to take care of organizational business for the year 2020. Following the organizational meeting, the January monthly meeting will be held January 06, 2020. The meeting is open to the public. This notice was e-mailed to The Leader on December 30, 2019, and said notice was also posted on the Town Clerk's sign board in the Town Hall and on the Town's web site.

**Pledge of Allegiance/Call to Order/ Roll Call and Appointment of Chairman** The pledge of allegiance was led by Jeffrey P. Horton and the meeting was called to order by Supervisor Jeffrey P. Horton and roll call was taken by the Town Clerk.

**Resolution #01-2020** was offered by John R. Tschantre and seconded by James Drumm to appoint Jeffrey Horton as chairman of the Organizational Meeting:

Adopted by vote: AYES:3 NAYS:0 RECUSED:1 ABSENT:1; Vogel-Absent; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Horton-Recused.

**Blanket Resolution #02-2020** For appointments and policies was offered by James Drumm and seconded by Terry Wheat as follows:

**Regular Town Board Meetings** That the regular monthly Town Board Meetings for the year 2020 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 on the October 2020 meeting which will be held October 5<sup>th</sup> 2020 due to the Columbus Day Holiday.
- (b) per the adopted meeting list adopted by the Town Board on January 06, 2020

**Town Supervisor Powers and Duties:** That the powers and duties necessary for the day-to-day administration of the Town for the year 2020 is hereby delegated to the Town Supervisor, 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 Theresa Winnie is hereby authorized for the year beginning on January 8, 2020 and ending on December 31, 2020.

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

**Deputy Court Clerk:** That Wendy Oman is hereby appointed as Deputy Court Clerk 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, 2021.

**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.

**Deputy Dog Control Officer:** That the appointment by the Dog Control Officer, Randy Akins, is Dan Draper and is hereby authorized for the year beginning on January 6, 2020 and ending on December 31, 2020

**Court Clerk:** That Kathy Darcangelo is hereby appointed as full time Court Clerk for the year.

**Bookkeeper:** That Wendy Oman is hereby appointed as full time 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, and that the Bookkeeper, Wendy Oman, will be the budget administrator and she shall receive the Budget Officer Personnel services budget line that is usually paid to the Budget Officer.

**Town Board of Health/Health Officer:** That NYS Public Health Law mandates that the Campbell Town Board is the local Board of Health and that Jeffrey Horton is appointed as Health Officer and chief executive officer of the Town's Board of Health 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.

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

**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.

**Grounds Maintenance & Snow Shoveling at Town Hall:** That Joseph Gauss is hereby appointed as Grounds Maintenance & Snow Shoveling at the Town Hall for the year.

**Records Management Officer:** It is noted that the Records Management Officer is always the Town Clerk;

**OTHER BOARD APPOINTMENTS:**

**Planning Board Appointment:** That Ashley Knowles is hereby appointed to the Planning Board, for the 5-year term commencing January 1, 2019 and running through December 31, 2024.

**Alternate Planning Board Appointment:** None to appoint at this time

**Board of Assessment Review:** That Joseph Seeley is hereby re-appointed to the Board of Assessment Review for a 5-year term retro-active to October 1, 2019 and running through September 30, 2024.

**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 and Trust and Agency Funds.

**Wages of Town Officials & Staff:** That the wages of Town Officials and all staff as set forth in the Adopted Town Budget be accepted and paid, including Social Security, where applicable, when due for the year 2020.

**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; 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 \$2,500.00 for the purchase of parts, equipment and tires as necessary.

**Final Balances:** That the final balances of the year 2019 General Funds and Highway Funds be released for use in the Fund Balance for the year 2020.

**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 Friday 9:00 am to 4:00 pm according to the Freedom of Information Law.

**Mileage:** That Town Officials be reimbursed per mile traveled at the Federal rate established for the year 2020 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:

- (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 is 18 miles, round trip.
- (c) That for business at the Steuben County Office Building, mileage is 22 miles, round trip.

**Procurement & Vouchering Policy:** Procurement Policy, English Language Proficiency Policy and Ethics Policy adopted by the Town Board, is hereby reaffirmed for 2020.

**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 formerly known as Rural Metro Medical Services/Corning Ambulance Service of 25 E. Pulteney St., Corning, 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.

**Tree Removal Policy for the Highway Department:** That the policy for tree removal will be that Newman Supply is authorized for tree removal as needed for the year, and will include emergency situations per bid received.

**Animal Shelter:** That Ann Denmark Private Kennel and Shelter located in Addison, NY is hereby appointed as the Town Animal Shelter for the year.

**Mowing and Landscaping Services:** Mowing at the Town Park, Town Hall, and Boat Launch on Cty. Rte. 125, the Town owned area by the Post Office and the following cemeteries for the year: Hillside Cemetery, Riverside Cemetery, Balcom Cemetery, Meads Creek Cemetery and Chris John/Town Line Cemetery will be discussed at a later date for the 2020 season.

**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 2019

**Rules of Order/ Public Hearings:** It is noted that the rules of order and policy established regarding public hearings would be the same as 2019.

**Training Reimbursements:** It is noted that the training reimbursements and policy established regarding public hearings would be the same as 2019.

**NYC SCHOOLING/OTHER SCHOOLING POLICIES:**

**New York Association of Towns:** That the Town Officials be authorized to attend the Annual Meeting of the Association of Towns to be held in New York City in February 2020, at the Town's expense equal to the General Services Administration guidelines for each attending with the amount for meals spending as per the Federal Guidelines per day.

**Delegate to the Association of Towns:** That Kathy Darcangelo be appointed Delegate to the annual meeting of the Association of Towns in New York City in February 2020.

**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.

**Code Enforcement Officer:** That the Code Enforcement Officer is authorized to attend classes needed to obtain certification.

**Roll Call Vote on Blanket Resolution----** AYES:4 NAYS:0 ABSENT:1 ; Vogel-Absent; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Horton-Aye.

**Resolution #3-2020** A resolution by John Tschantre and seconded by James Drumm, to adopt Posted Hours of Town Officers and Offices as revised on January 1, 2020, any changes to these hours must be brought before the Board for discussion and approval. All hours taken off by full or part time employees, regardless of hourly or salaried must be written on the calendar located in the Court Clerk's office, to be recorded and tracked by the bookkeeper for reporting to the Town Board.

AYES:4 NAYS:0 ABSENT:1 ; Vogel-Absent; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Horton-Aye.

**Adjournment-----**There being no further business, the meeting was, upon motion by John Tschantre and seconded by James Drumm, adjourned at 7:22 p.m.

**Respectfully Submitted,**



**Michelle Seeley**

**Town Clerk**

**Dated January 08, 2020**