

## STAFFORD ORGANIZATIONAL MEETING

January 13, 2020

Supervisor Robert Clement called meeting to order at 7:30 pm

Followed by Pledge to the Flag at 7:30pm

Organizational; Meeting of the Town of Stafford Town Board for the purpose of making appointments for 2020, held at the Stafford Town Hall.

Town Clerk Presented notice for publication and posting.

### **PRESENT:**

Robert Clement	Town Supervisor
Robert Pacer	Councilman, Deputy Supervisor
Ronald Panek	Councilman
Donald Mullen	Councilman
James Duyssen	Councilman

### **OTHERS:**

Steve Boldt	Highway Superintendent
Julie Scheuerlein	Town Clerk

### **PUBLIC:**

Dave Rumsey  
Bruce Scofield  
Linda Call  
Jim Balonek

Barb Radley

Sandra Swanson

Andres Darling

Phyllis Darling

**OFFICERS TO BE NAMED BY THE TOWN BOARD**

	<b><u>Prior year 2019</u></b>	<b><u>New Year 2020</u></b>
Town Supervisor	Robert Clement	Robert Clement
Deputy Supervisor	Robert Pacer	Robert Pacer
Councilman	Ronald Panek	Ronald Panek
	Donald Mullen	Donald Mullen
	James Duyssen	James Duyssen
Deputy Town Clerk	Patti Stewart	Patti Stewart
Registrar of Vital Statistics	Julie Scheuerlein	Julie Scheuerlein
Deputy Registrar		Patti Stewart
Assessor	Anne Sapienza	Anne Sapienza
Legal Counsel	Mark Boylan	Mark Boylan
Auditor	Freed Maxick Battaglia	Freed Maxick Battaglia
Historian	Garth Swanson	Garth Swanson
Memorial Custodian	Terry Young	Terry Young
Custodian- Town Hall	Terry Maid	Terry Maid
Justice Court Clerk	Terry Maid	Terry Maid

Justice Court Clerk	Marilyn Weinert	Marilyn Weinert
Code/Zoning Officer	Gene Sinclair	Gene Sinclair
Code/Zoning Officer	Gerry Wood	Gerry Wood
Planning Board Member	William VanAlst	William VanAlst
	Mary Ellen Schmidt	Mary Ellen Schmidt
	Sharon Valyear- Gray	Sharon Valyear-Gray
	Paul Tenny	Paul Tenny
	Anita Taylor	Anita Taylor
	Lindsay Yoder	Lindsay Yoder
	Carol Queal	Carol Queal
Planning Board Alt.	Richard Squires	Richard Squires
Planning Board Sec.	Walter Kershenski	Walter Kershenski
Zoning Board of Appeals	Michael Lathan	Michael Lathan
	James Balonek	James Balonek
	Christa Boldt	Christa Boldt
	Leslie Krajewski	Leslie Krajewski
	Jackie Ali	Jackie Ali
Zoning Board Alt.	Nicholas Pascucci	Nicholas Pascucci
Zoning Board Sec.	Walter Kershenski	Walter Kershenski
Recreation Director	Renee Price	Renee Price
Custodian Emery Park	Terry Young	Terry Young

**Motion** to accept the above list of Officials for the year 2020, made by Councilman: Robert Pacer, **Seconded** by Councilman: Ronald Panek

**Roll Call Vote:**

- Councilman Robert Pacer - yes
- Councilman James Duyssen- yes
- Councilman Ronald Panek- yes
- Councilman Donald Mullen- yes
- Supervisor Robert Clement- yes

**Carried 5-0**

**BOARD FILED SALARIES OF ELECTED AND APPOINTED OFFICIALS AS FOLLOWS:**

<b><u>PRIOR YEAR 2019</u></b>		<b><u>NEW YEAR 2020</u></b>
Supervisor	\$14,000.00	\$14,560.00
Town Clerk	\$35,328.00	\$35,328.00
Registrar of Vital Statistics	\$593.00	\$610.00
Budget Officer	\$618.00	\$637.00
Councilmen (4 each)	\$5,400.00	\$5616.00/each
Assessor	\$24,000.00	\$25,132.00
Highway Superintendent	\$61,100.00	\$63,000.00
Town Justice Penepent	\$23,475.00	\$24,414.00
Town Justice Mattice	\$23,475.00	\$24,414.00
Court Clerk	\$31,690.00	\$32,918.00
Court Clerk	\$29,950.00	\$29,835.00
Account Clerk	\$16,000.00	\$30,000.00
Deputy Town Clerk	\$16,000.00	\$8,500.00
Emery Park Custodian	\$20.00/day	\$3,000.00

Planning Board Chair	\$75.00/mtg	\$75.00/mtg
Planning Board Sec.	\$75.00/mtg	\$75.00/mtg
Planning Board Member	\$75.00/mtg	\$75.00/mtg
Alternate Member	\$75.00/mtg	\$75.00/mtg
Board of Appeals Chair	\$75.00/mtg	\$75.00/mtg
Secretary	\$70.00/mtg	\$70.00/mtg
Member	\$70.00/mtg	\$70.00/mtg
Alternate	\$25.00/ mtg	\$25.00/mtg
Board of Assessment Review	\$100.00/mem	\$100.00/mem
Zoning Officer	\$8040.00/each	\$8,362.00/each
Code Enforcement	\$8040.00/each	\$8,362.00/each
Town Attorney	\$16,000.00	\$12,000.00
Prosecutor	\$21,600.00	\$24,000.00
Historian	\$1,400.00	\$1,400.00
Recreation Director	\$2,000.00	\$2,000.00
Memorial Custodian	\$250.00	\$250.00
Town Hall Custodian	\$5,000.00	\$5,000.00
Highway Dept. Union MEO	\$22.50/HR	\$22.50/HR
Part Time MEO	\$21.50/HR	\$22.50/HR
Highway Dept. Laborer	\$12.00/HR	\$22.50/HR
Deputy Highway Supt.	\$1.00/HR	\$1.00/HR

**Motion** to accept the salaries of the elected and appointed officials stated schedule of fees made by Councilman: Robert Pacer, **Seconded** by Councilman: Ronald Panek

**ROLL CALL VOTE**

Councilman Robert Pacer - yes  
Councilman James Duyssen- yes  
Councilman Ronald Panek- yes  
Councilman Donald Mullen - yes  
Supervisor Robert Clement- yes

**Carried 5-0**

**Agreement for the Expenditure of Highway Monies**

AGREEMENT between the Town Superintendent of the Town of Stafford, Genesee County, New York and the undersigned members of the Town Board. Pursuant to the provisions of Section 284 of the Highway law, we agree that the monies levied and collected in the Town for the repair and improvements of Highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

- (1) GENERAL REPAIRS, the sum of \$ 544,221.00 shall be set to be expended for permanent improvements of the Highways.

Work, and general repairs upon 38 miles of Town Highways, including sluices, culverts and bridges having span a less than five feet and boardwalks or the renewals thereof.

- (2) PERMANENT IMPROVEMENTS, the following sums shall be set aside for the permanent improvement of town highways.

(a) On the road commencing at \_\_\_\_\_ and leading to \_\_\_\_\_, a  
Distance of \_\_\_\_\_ miles there shall be expended not over the sum of  
\$ \_\_\_\_\_  
Type: \_\_\_\_\_ Thickness: \_\_\_\_\_ Subbase \_\_\_\_\_

(b) On the road commencing at \_\_\_\_\_ and leading to \_\_\_\_\_  
A distance of \_\_\_\_\_ miles there shall be expended not over the sum of  
\$ \_\_\_\_\_. Type \_\_\_\_\_ Width of traveled surface  
Thickness \_\_\_\_\_ Subbase \_\_\_\_\_

**MOTION** Councilman Ronald Panek

**SECONDED** Councilman Donald Mullen to accept the Agreement for  
Expenditure of Highway monies.

**ROLL CALL VOTE**

Councilman Robert Pacer - yes  
Councilman James Duysen- yes  
Councilman Ronald Panek- yes  
Councilman Donald Mullen- yes  
Supervisor Robert Clement- yes  
**Carried 5-0**

**STAFFORD FIRE DEPARTMENT, INC**

**Serving Stafford Since 1945**

**6153 Main Road, Rt. 5 Stafford, New York 14143**

**2020 Stafford Fire Department, Inc. Election Ballot**

<u>President</u>	James Call
<u>Vice President</u>	Kari Brzemes
<u>Secretary</u>	Ahsley Swartzenberg
<u>Treasurer</u>	Stephanie Call
<u>Auditor</u>	Jason Smith
(Need two)	Liz White
<u>Trustee</u>	Brian Brzemes
(need two)	Stan Gere
<u>Chief</u>	Matt Hendershot
<u>1 st Assist. Chief</u>	Tim Eckdahl
<u>2<sup>nd</sup> Assist. Chief</u>	Mark Dougherty
<u>3<sup>rd</sup> Assist Chief</u>	Rodny Bobo
<u>4<sup>th</sup> Assist. Chief</u>	

**Passed By Stafford Fire Department**

**Permit Fees for Solar Farms**

**8-9 Solar Energy Facility (SEF) permit Fees.** The non-refundable Permit Application Fee shall be \$1000 per mega (MW) of rated maximum capacity. A Renewal Remit Application Fee shall be \$500 per MW

**Motion** Councilman Donald Mullen

**Second** Councilman James Duyssen

**Roll Call Vote** Councilman Robert Pacer- yes  
Councilman James Duyssen – yes  
Councilman Ronald Panek- yes  
Councilman Donald Mullen- yes  
Supervisor Robert Clement- yes

**Carried** 5-0

**Resolution No. 1**

**January 13, 2020**

**Town of Stafford**

**Request for Procurement Policy**

**GUIDELINE 1.** Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, PL 103. Every town purchasing authority (hereinafter purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town department and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

**GUIDELINE 2.** All purchases of

- a) Supplies or equipment which will exceed \$10,000 in the fiscal year or
- b) Public works contracts over \$20,000 shall be formally bid pursuant to GML, 103.

**GUIDELINE 3.** All estimated purchase of:



- Less than \$10,000 but greater than \$3,000 require a written request for proposal (RFP) and written/fax quotes from three vendors.
- Less than \$3,000 but greater than \$1000 requires an oral request for the goods and oral/fax quotes from two vendors.

All estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 requires a written RFP and fax/proposals from three vendors
- Less than \$10,000 but greater than \$3,000 requires a written RFP and fax/ proposals from two contractors.
- Less than \$3,000 but greater than \$500 is left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes are offered.

All information gathered in complying with the procedures of the Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

**GUIDELINE 4.** The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to the other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

**GUIDELINE 5.** A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

**GUIDELINE 6.** Except when directed by the Town Board, no solicitation or written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;
- c) Sole source situations;
- d) Goods purchased from agencies for the blind or severely handicapped;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auction;
- h) Goods purchased for less than \$250.00;
- i) Public works contracts for less than \$500

**GUIDELINE 7.** The Town requires that consideration in the solicitation of bids or quotes for services, supplies or contracts be given to:

**GUIDELINE 8.** The Town is required, in accordance to OMB guidance in 2CFR part 180, Debarment and Suspension, to verify vendors with whom the Town purchases more than \$25,000 of goods or services during the year with the Excluded Parties List System (EPLS) government website.

**GUIDELINE 9.** This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

- Small and/or locally owned businesses, with priority to businesses owned by or which employ low or moderate income persons, as defined by HUD, and
- Qualify Minority and Women-owned Business enterprises (M/WBE) firms listed in the directory of certified minority and women-owned businesses maintained by the Empire State Development Corporation on its website at

- [www.nylovesmwbe.ny.gov](http://www.nylovesmwbe.ny.gov) or at [http://www.empire.state.ny.us/Small and Growing Businesses/mwbe.asp](http://www.empire.state.ny.us/Small_and_Growing_Businesses/mwbe.asp);

These provisions shall apply to the procurement of goods and services related to the implementation of the federally funded programs and activities.

**Motion** Councilman: Robert Pacer      **Seconded** Councilman: James Duyssen

**Roll Call Vote:**

Councilman Robert Pacer - yes

Councilman James Duyssen - yes

Councilman Ronald Panek- yes

Councilman Donald Mullen- yes

Supervisor Robert Clement- yes

**Carried** 5-0

**Permit Fees for Solar Farms**

**8-9 Solar Energy Facility (SEF) permit Fees.** The non-refundable Permit Application Fee shall be \$1000 per mega (MW) of rated maximum capacity. A Renewal Remit Application Fee shall be \$500 per MW

**Motion** Councilman Donald Mullen

**Second** Councilman James Duyssen

**Roll Call Vote** Councilman Robert Pacer- yes

Councilman James Duyssen – yes

Councilman Ronald Panek- yes

Councilman Donald Mullen- yes

Supervisor Robert Clement- yes

**Carried** 5-0

**Resolution No 2**

**January 13, 2020**

**To Authorize Stafford Town Justices to hire Stenographers as needed.**

**Motion** Councilman Ronald Panek      **Seconded** Councilman James Duyssen

**Roll Call Vote:**

Councilman Robert Pacer -yes

Councilman James Duyssen- yes

Councilman Ronald Panek -yes

Councilman Donald Mullen-yes

Supervisor Robert Clement –yes

**Carried 5-0**

**Motion** made by Councilman Donald Mullen Sec. by Councilman Ronald Panek to close the Organizational Meeting at 8:11P.M. **Motion** Carried.

January 13, 2020  
Approved at the 01/13/2020 Town Board meeting

Julie A. Scheuerlein  
Town Clerk

**Offered** by Councilman Donald Mullen      **Seconded** by Councilman Ronald Panek

**Roll Call Vote**

Councilman Robert Pacer- yes

Councilman James Duyssen- yes

Councilman Ronald Panek- yes

Councilman Donald Mullen- yes

Supervisor Robert Clement- yes

**Carried 5-0**

**RESOLUTION NO. 3**

**DATED: JANUARY 13, 2020**

**DESIGNATION OF OFFICIAL DEPOSITORY**

**RESOLVED**, that the Stafford Town Board hereby designates the following as official depository of the Town of Stafford for all operational accounts:

Five Star Bank – LeRoy, New York

**RESOLVED**, that the Stafford Town Board hereby designates the following as official depository of the Town of Stafford for Investment purposes:

1. M&T Bank, Oakfield, New York
2. Five Star Bank, LeRoy, New York
3. Key Bank, Batavia, New York
4. Bank of Castile, Batavia, New York
5. First Niagara Bank, Batavia, New York
6. J P Morgan Chase Bank NA

**Offered by:** Councilman Ronald Panek

**Second by:** Councilman Robert Pacer

**Roll Call Vote:**

Councilman Donald Mullen: yes

Councilman Ronald Panek: yes

Councilman James Duysen: yes

Councilman Robert Pacer: yes

Supervisor Robert Clement: yes

**Carried 5-0**

**RESOLUTION NO. 4**

**DATED: JANUARY 13 , 2020**

**PAYROLL SCHEDULE FOR 2020**

**RESOLVED**, the Stafford Town Board hereby adopts the payroll schedule for 2020 to be bi-weekly for all employees with the exception of the Town Historian which will be annual.

**Offered by:** Councilman Robert Pacer

**Second by:** Councilman James Duyssen

All ayed so carried

**RESOLUTION NO. 5**

**DATED: JANUARY 13 , 2020**

**ADOPTION OF SALARIES FOR 2020**

**RESOLVED**, the Stafford Town Board hereby adopts the following salaries for 2020

**ELECTED**

Supervisor	\$14,560.00
Councilman (4 )	\$5,616.00
Town Clerk/Tax Collector	\$35,328.00
Highway Superintendent	\$63,000.00
Town Justice (2)	\$24,414.00

**APPOINTED**

Assessor	\$25,132.00
Budget Officer	\$637.00
Cleaner	\$5,000.00
Code Enforcement Officer (2)	\$8,362.00
Court Justice Clerk #1	\$32,918.00
Court Justice Clerk #2	\$29,835.00
Court Attendant	\$25.00 per hour
Deputy Highway Supt.	\$24.50 per hour
Deputy Town Clerk/Tax Collector	\$14.00 per hour
Laborer	\$20.00 - \$24.00 per hour
Motor Equipment Operator	\$23.50 per hour
Planning Board Chairman	\$75.00 per meeting
Planning Board Secretary	\$55.00 per meeting
Planning Board Members (7)	\$75.00 per meeting
Planning Board Alternate Member	\$25.00 per meeting
Recreation Director	\$2,000.00
Recreation Aide	\$11.80 per hour
Recreation Assistant Director	\$15.95 per hour
Recreation Leader	\$12.90-\$13.40 per our
Registrar of Vital Statistics	\$610.00
Town Historian	\$1,400.00

Zoning Enforcement Officer	\$8,362.00
Zoning Board of Appeals Member (5)	\$55.00 per meeting
Zoning Board of Appeals Alternate Member	\$25.00 per meeting
Zoning Board Chairman	\$75.00 per meeting
Zoning Board Secretary	\$75.00 per meeting

**Offered by:** Councilman Robert Pacer

**Seconded** Councilman Ronald Panek

**Roll Call Vote:**

Councilman Robert Pacer  
 Councilman James Duysen  
 Councilman Ronald Panek  
 Councilman Donald Mullen  
 Supervisor Robert Clement

**RESOLUTION NO. 6**

**DATED: JANUARY 13, 2020**

**RESOLUTION ESTABLISHING WORKDAY FOR  
 ELECTED AND APPOINTED OFFICIALS**

**RESOLVED**, the Stafford Town Board hereby establishes the following as a standard workday for elected and appointed officials for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System:

**ELECTED OFFICIALS**

Supervisor

Deputy Supervisor

Councilperson

Town Justice

Five day work week, six (6) hour day.

Town Clerk/Tax Collector

Highway Superintendent

Five day work week, eight (8) hour day.

**APPOINTED OFFICIALS**

Court Attendant

Members of Board of Zoning Appeals

Members of Planning Board

Town Historian

Five day work week, six (6) hour day.

Assessor

Cleaner

Clerk Typist

Code Enforcement Officer

Court Justice Clerk

Deputy Town Clerk/Deputy Tax Collector

Laborer

Motor Equipment Operator

Recreation Director

Recreation Aide

Recreation Assistant Director

Recreation Leader

Registrar of Vital Statistics

Zoning Enforcement Officer

Five day work week, eight (8) hour day.

**Offered by:** Councilman Robert Pacer

**Second by:** Councilman Ronald Panek

**Roll Call Vote:**

Councilman Donald Mullen: -no

Councilman Ronald Panek: yes

Councilman James Duysen: yes



Councilman Robert Pacer: yes

Supervisor Robert Clement : yes

**Carried 4-1**

**CERTIFICATION OF ORDER**

Attached hereto is a true and correct copy of Resolution No. 1, Dated January 13, 2020.

Enacted by the Town Board of Stafford on January 13, 2020. Which Order is entered in the minutes of said Town Board.

{ SEAL}

\_\_\_\_\_

Julie A. Scheuerlein

Town Clerk, Town of Stafford

**RESOLUTION NO. 8**

**January 13, 2020**

**BE IT RESOLVED THAT THE MILEAGE FOR 2020 WILL BE \$.57.5 AND NOT TO EXCEED AND AS PER THE FEDERAL GOVERNMENT.**

**Offered by** Councilman Ronald Panek

**Seconded by** Councilman Donald Mullen

**Roll Call Vote**

Councilman Robert Pacer- yes

Councilman James Duyssen- yes

Councilman Ronald Panek- yes

Councilman Donald Mullen- yes

Supervisor Robert Clement- yes

**Carried 5-0**

**Resolution No.9**

**January 13, 2019**

**TOWN OF STAFFORD INVESTMENT POLICY**

**Motion** made by Councilman Donald Mullen , Sec. by Councilman Ronald Panek to accept the investment policy dated December 2001, which applies, to all moneys and other financial resources available for investment are adopted. **Motion** passed.

**Carried 5-0**

**Motion** made by Councilman Ronald Panek Sec. by Councilman Robert Pacer that the Stafford Town Board approves New York Youth Recreation Program for 2020, the expense not to exceed **18,000**. **Motion** passed.

**Carried 5-0**

**Motion** made by Councilman Donald Mullen Sec. by Councilman Ronald Panek to close the Organizational Meeting at 8:11P.M. **Motion** Carried.

January 13, 2020

Approved at the 01/13/2020 Town Board meeting

Julie A. Scheuerlein

Town Clerk

Offered by Councilman Donald Mullen

Seconded by Councilman Ronald Panek

**Roll Call Vote**

Councilman Robert Pacer- yes

Councilman James Duyssen- yes

Councilman Ronald Panek- yes

Councilman Donald Mullen- yes

Supervisor Robert Clement- yes

**Carried 5-0**

**Motion** made by Councilman Donald Mullen Sec. by Councilman Ronald Panek to close the Organizational Meeting at 8:11P.M. **Motion** Carried.

January 13, 2020  
Approved at the 01/13/2020 Town Board meeting

Julie A. Scheuerlein  
Town Clerk

**Offered** by Councilman Donald Mullen

**Seconded** by Councilman Ronald Panek

**Roll Call Vote**

Councilman Robert Pacer- yes

Councilman James Duyssen- yes

Councilman Ronald Panek- yes

Councilman Donald Mullen- yes

Supervisor Robert Clement- yes

**Carried** 5-0