

Organizational Resolutions: January 13, 2014 - Draft

Supervisor's Statement to the Board:

- Robert's Rules of Order will be followed at all Town Board Meetings, except when special roll call vote is necessary. Roll call will be alphabetical by last name, but with the Supervisor voting last.
- All meetings will begin and end at times to be specified during January's Organizational Meeting.
- Method of claims for payment of all bills will be by voucher. Vouchers and items for the agenda must be submitted to the Supervisor or the Town Clerk.
- The Town Board will audit all bills. Research will determine which section of Town Law requires this supervision.
- All personnel matters will be discussed in executive session.

RESOLUTION NO. 1 OF 2014 - APPROVAL TO INVEST IDLE FUNDS

Resolved, that the Town Board of the Town of Danby authorizes the Supervisor to invest idle funds.

RESOLUTION NO. 2 OF 2014 - APPROVAL OF YEAR 2013 SALARIES

• Town Board, Councilpersons, total	10,090	(2,522.50x4)
• Town Supervisor	20,920	
• Deputy Town Supervisor	54	
• Assistant to Supervisor	10,000	
• Bookkeeper	20,803	
• Town Justices, total	27,574	(13,787x2)
• Court Clerk, total	14,430	(7,215x2)
• Highway Superintendent	55,133	
• Highway Secretary	26,389	
• Zoning / Code / Fire Enforcement Officer	48,488	
• Town Clerk	29,711	
• Water Plant Operator (West Danby)	8,760	
• Water Plant Operator Assistants (West Danby), total	6,684	(3,342x2)
• Water Clerk (West Danby)	4,307	
Total	\$283,343	

Resolved, That the Town Board of the Town of Danby authorizes the Supervisor to pay the above salaries. The salaries shall be paid prior to the first Town Board meeting of each month, and December payrolls will be adjusted to meet all budget requirements.

RESOLUTION NO. 3 OF 2014 - PAYMENT OF BILLS

Resolved, That the Town Board of the Town of Danby approves a blanket resolution to authorize the Town Supervisor to pay utility bills, freight, postage, contracts, and to conduct other normal proceedings, such as payroll, in advance of audit in order to keep affairs moving on a timely basis, and be it further

Resolved, That a contract is not a bid award.

RESOLUTION NO. 4 OF 2014 - 2013 FINANCIAL REPORT

Resolved, that the Town of Danby Town Supervisor, in lieu of preparing a financial report under NYS Town Law Article 3, §29.10, shall submit to the Town Clerk by March 1, 2014 a copy of the report submitted to the State Comptroller required by Section 30 of Municipal Law.

RESOLUTION NO. 5 OF 2014 - TOWN OF DANBY OFFICIAL NEWSPAPER AND BANK DEPOSITORY

Resolved, That the Town Board of the Town of Danby names the Ithaca Journal as its Official Newspaper and First Niagara as bank for the depository of Town Funds.

RESOLUTION NO. 6 OF 2014 - OF DANBY ATTORNEYS

Resolved, That the Town Board of the Town of Danby names the law firms of Miller Mayer, LLP and Thaler and Thaler to represent the Town of Danby in all Zoning, Planning Board, and General Town of Danby business. The Town Board reserves the right to seek other legal aid if it deems necessary.

RESOLUTION NO. 7 OF 2014 - MILEAGE REIMBURSEMENT FOR TOWN MILEAGE

Resolved, That the Town Board of the Town of Danby authorizes reimbursements for private automobile mileage incurred on Town Business to be paid at the rate of fifty six cents (\$0.56) per mile.

RESOLUTION NO. 8 OF 2014 - REAFFIRMATION OF TOWN OF DANBY PROCUREMENT POLICIES AND PROCEDURES

Resolved, That the Town Board of the Town of Danby reaffirms the Town of Danby Procurement Policies and Procedures (as established in Resolution No. 24 of 1993, amended in 2004 and 2010).

RESOLUTION NO. 9 OF 2014 - REAFFIRMATION OF TOWN OF DANBY APPOINTMENT PROCEDURES

Resolved, That the Town Board of the Town of Danby reaffirms the Town of Danby Appointment Procedures (as established in Resolution No. 56 of 2011).

RESOLUTION NO. 10 OF 2014 - AUTHORIZATION FOR PURCHASE OF TOOLS, EQUIPMENT, ETC.

Resolved, That the Town Board of the Town of Danby authorizes the of Danby Highway Superintendent to purchase tools, equipment (other than motorized equipment), small implements, tires and tubes, etc. in the amount not to exceed \$2,500 at any given time without prior approval of the Town Board.

RESOLUTION NO. 11 OF 2014 - HIGHWAY IMPROVEMENTS REIMBURSEMENT

Resolved, That the Town Board of the Town of Danby be authorized to sign an agreement that monies collected for repairs and improvements of Town Highways in the amount of \$120,000 (State Aid DA3501) be expended upon 71.98 miles of Town of Danby highways.

RESOLUTION NO. 12 OF 2014 - AGREEMENT TO SPEND TOWN HIGHWAY FUNDS - 2014

Pursuant to the provisions of Section 284 of the Highway Law, the Town Board of the Town of Danby agrees that money levied and collected for the repair and improvement of highways, and received from the state for repair and improvement of highways, shall be expended as follows:

1. General Repairs. The sum of \$330,491 may be expended for general repairs upon 73.39 miles of town highways, including roads, culverts, and bridges.
2. Improvements. The following sum shall be set aside or be expended for the improvements of town highways: \$120,000 in CHIPS money to be spent on projects to be determined by the Highway Superintendent at a later date.

No money set aside for such improvements shall be expended, nor shall any work be undertaken on such improvements, until the Town of Danby approves the specifications and estimates for such construction.

RESOLUTION NO. 13 OF 2014 - TOWN BOARD MEETINGS

Resolved, That the Town Board of the Town of Danby regular monthly board meetings be scheduled at 7:00pm on the second and third Monday of each month for the year 2014.

RESOLUTION NO. 14 OF 2014 - ACKNOWLEDGMENT OF DEPUTY TOWN CLERK

Resolved, That the Town Board of the Town of Danby acknowledges the Town Clerk's appointment of Susan McLellan as her Deputy Town Clerk.

RESOLUTION NO. XX OF 2013 - APPOINTMENT OF BOARD OF ZONING APPEALS REPRESENTATIVE

Resolved, That the Town Board of the Town of Danby [re]appoints [Joe Schwartz] to a five year term on the Board of Zoning Appeals, effective January 1, 2014 through December 31, 2018.

RESOLUTION NO. XX OF 2013 - APPOINTMENT OF BOARD OF ZONING APPEALS CHAIR

Resolved, That the Town Board of the Town of Danby [re]appoints [Joe Schwartz] to Chair of the Board of Zoning Appeals.

RESOLUTION NO. XX OF 2013 - APPOINTMENT OF DEPUTY SUPERVISOR

Resolved, That the Town Board of the Town of Danby acknowledges the Supervisor's appointment of [.....] as Danby Deputy Supervisor.

RESOLUTION NO. XX OF 2013 - APPOINTMENT OF TOWN WEBMASTER

Resolved, That the Town Board of the Town of Danby reappoints Ted Crane as the Danby Webmaster.

RESOLUTION NO. XX OF 2013 - APPOINTMENT OF TOWN HISTORIAN

Resolved, That the Town Board of the Town of Danby reappoints Joan Grant as the Danby Town Historian.

RESOLUTION NO. XX OF 2013 - DOG LICENSE FEES

Resolved, That the Town Board of the Town of Danby authorizes the Town Clerk to collect license fees for dogs in the amount of \$12 for altered (spay/neutered) dogs and \$20 for unaltered dogs. A late fee of \$[....] per month will be added to dog licenses that are more than two(2) months overdue.