

(Organizational Meeting of January 5, 2012 con't.)

**RESOLUTION NO. 3 OF 2012
APPOINTMENTS FOR 2012**

On a motion of Councilman R. Bush, seconded by Councilwoman Sauer, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush, R. Bush, Sauer, Keys Nays 0
Resolved the following appointments are set as follows:

Supervisor's P. Time Account Clerk – Aimee L. Murphy – 1/5/12 to 12/31/12
Historian – Peter J. Keys – 1/5/12 to 12/31/13
Hwy. Superintendent's P.T. Secretary - Elizabeth B. Jones - 1/5/12 to 12/31/12
Assessor's Part-Time Assistant/Data Collector - Carroll Owens - 1/5/12 to 12/31/12
Court Clerk - Aimee L. Murphy - 1/5/12 to 12/31/12
Dog Control Officer - Lindsay I. Burriss - 1/5/12 to 12/31/12
Deputy Dog Control Officer - Roger Burriss - 1/5/12 to 12/31/12
Registrar of Vital Statistics - Elizabeth B. Jones - 1/5/12 to 12/31/13
Deputy Registrar of Vital Statistics - Aimee L. Murphy - 1/5/12 to 12/31/13
Records Management Officer - Elizabeth B. Jones - 1/5/12 to 12/31/13
Deputy Town Clerk - Aimee L. Murphy - 1/5/12 to 12/31/13 (apt'd. by Clerk)
Deputy Hwy. Superintendent - Donald Glenn - 1/5/12 to 12/31/13 (apt'd. by Hwy. Superintendent)

There was no appointment made to the position of Supervisor's PT Secretary at this time.

**RESOLUTION NO. 4 OF 2012
WAGES SET FOR SUPERVISOR'S P.T. ACCOUNT CLERK**

On a motion of Councilman M. Bush, seconded by Councilman Becker, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush R. Bush, Sauer, Keys Nays 0

Resolved the Supervisor's P. Time Account Clerk is to receive \$12.00 per hour effective January 5, 2012.

ZONING BOARD OF APPEALS

The Clerk reported there are three (3) vacancies on the Zoning Board Appeals. She spoke with Mark Lehman pertaining to reappointment and he agreed to the position. He also suggested talking with Wayne Birchenough and Travis Kuhl for the other two vacancies. Supervisor Keys suggested advertising to find interested persons. After discussion the following resolution was presented.

**RESOLUTION NO. 5 OF 2012
ADVERTISE TO FILL ZONING BOARD OF APPEALS VACANCY'S**

On a motion of Councilman R. Bush, seconded by Councilman M. Bush, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush R. Bush, Sauer, Keys Nays 0

Resolved to advertise for two weeks in the Journal & Republican for vacancies to be filled on the Zoning Board of Appeals.

SUPERVISOR

Supervisor Keys discussed on-going issues that he would like to see addressed in the near future. He purchased the QuickBooks electronic bookkeeping system to be used for payroll and all other supervisor accounting.

AIS

Supervisor Keys submitted a plan of action pertaining to the Adirondack International Speedway for the Board to review and discuss at the next meeting.

Also, asked for permission to attend the Association of Towns "New Town Official School" conference in Albany, NY on January 11th – 13th, 2012. After discussion the following resolution was presented.

**RESOLUTION NO. 6 OF 2012
PERMISSION TO ATTEND NEW TOWN OFFICIAL SCHOOL**

On a motion of Councilman M. Bush, seconded by Councilman Becker, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush R. Bush, Sauer, Keys Nays 0

Resolved Supervisor Keys and Councilwoman Sauer are hereby granted permission to attend and authorized reimbursement of registration fees and expenses for the Association of Towns "New Town Official School" conference in Albany, NY.

**RESOLUTION NO. 7 OF 2012
OFFICIAL NEWSPAPER**

On a motion of Councilman R. Bush, seconded by Councilman Becker, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush R. Bush, Sauer, Keys Nays 0

Resolved the Official Newspaper will be the Journal & Republican.

**RESOLUTION NO. 8 OF 2012
BANK DESIGNATION**

On a motion of Councilman R. Bush, seconded by Councilwoman Sauer, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush R. Bush, Sauer, Keys Nays 0

Resolved the Bank Designation will be Key Bank in Croghan.

PETTY CASH

Each Justice currently has a \$50 petty cash for change purposes. The Town Clerk has two petty cash funds of \$100 each. One for the purpose of making change and the second for purchasing stamps and other miscellaneous items.

**RESOLUTION NO. 9 OF 2012
MILEAGE REIMBURSEMENT RATE**

On a motion of Councilman R. Bush, seconded by Councilman M. Bush, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush R. Bush, Sauer, Keys Nays 0

Resolved the mileage reimbursement rate will be the same rate as the federal/state government, which is currently 55.5 cents per mile.

**RESOLUTION NO. 10 OF 2012
DELEGATION OF AUTHORITY - GAMES OF CHANCE**

On a motion of Councilman Becker, seconded by Councilman M. Bush, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush R. Bush, Sauer, Keys Nays 0

Whereas the Town of New Bremen pursuant to Part 5600 of the rules and regulations of Games of Chance, must appoint a Licensing Officer and Chief Law Enforcement Officer for Games of Chance, therefore be it,

Resolved that Elizabeth B. Jones, Town Clerk is hereby appointed Licensing Officer to review applications, findings, determinations and supplemental papers in regard to issuing licenses, collecting and transmitting fees. Chief Law Enforcement Officer, Michael Carpinelli, Sheriff of Lewis County, will investigate complaints, conduct hearings and supervise the operation of Games of Chance. Appointments effective January 5, 2012 thru December 31, 2012.

**RESOLUTION NO. 11 OF 2012
POLLING PLACE DESIGNATION**

On a motion of Councilwoman Sauer, seconded by Councilman M. Bush, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush R. Bush, Sauer, Keys Nays 0

Resolved the Town of New Bremen Municipal Office Building is hereby designated as the polling place for District #1 and #2 for the Town of New Bremen for the 2012 year.

**RESOLUTION NO. 12 OF 2012
TOWN SALARIES SET**

On a motion of Councilman R. Bush, seconded by Councilwoman Sauer, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush R. Bush, Sauer, Keys Nays 0

Resolved the salaries of the Town Officers and appointees be set as indicated below, and paid in the manner stipulated. After each salary the payment schedule and expiration date of office follows:

Supervisor	Peter J. Keys	\$12,000.00	Monthly	12/31/13
Town Clerk	Elizabeth B. Jones	20,500.00	Monthly	12/31/13
Justice	Charles W. Stevens	8,000.00	Monthly	12/31/13
Justice	Errol A. Aucter	8,000.00	Monthly	12/31/15
Highway Supt.	Ralph H. Hall	42,000.00	Monthly	12/31/13
Councilman	David L. Becker	3,000.00	Quarterly	12/31/13
Councilman	Matthew E. Bush	3,000.00	Quarterly	12/31/15
Councilman	Ralph L. Bush	3,000.00	Quarterly	12/31/13
Councilwoman	Susan J. Sauer	3,000.00	Quarterly	12/31/15
Assessor	Erin C. Gratch	17,500.00	Monthly	09/31/13
Tax Collector	Elizabeth B. Jones	4,500.00	March & June	12/31/13
Health Officer	Sean Harney	400.00	Annual	12/31/12
Historian	Peter J. Keys	800.00	Annual	12/31/13
Registrar	Elizabeth B. Jones	600.00	Annual	12/31/13
Budget Officer	Peter J. Keys	1,700.00	Annual	12/31/13
Hwy. Supt. PT Clerk	Elizabeth B. Jones	700.00	Annual	12/31/12
Dog Control Officer	Lindsay I. Burriss	2,000.00	Monthly	12/31/12

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Assessor's PT Asst/Data C.	Carroll E. Owens	12.00 hr.	Monthly	12/31/12
Court Clerk	Aimee L. Murphy	12.00 hr.	Monthly	12/31/12
Deputy Town Clerk	Aimee L. Murphy	12.00 hr.	Monthly	12/31/13
Supv. Account Clerk PT	Aimee L. Murphy	12.00 hr.	Monthly	12/31/12

**RESOLUTION NO. 13 OF 2012
SPECIAL DISTRICTS AND SERVICES**

On a motion of Councilman Becker, seconded by Councilman R. Bush, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush R. Bush, Sauer, Keys Nays 0

Resolved Supervisor Keys is authorized and directed to pay amounts as specified below, to the Special Districts and Services, as money becomes available thru taxation.

Beaver Falls Fire District - \$ 11,490.00	New Bremen Fire District - \$56,274.00
New Bremen Fire Protection - \$16,275.00	New Bremen Light District - \$4,100.00
Croghan Fire Dept. Ambulance Service - \$8,800.00	Beaver Falls Light District - \$6,700.00
Beaver Falls Fire Dept. Ambulance Service - \$8,000.00	

DEPUTY SUPERVISOR APPOINTMENT & CHECK SIGNING AUTHORITY

Supervisor Keys appointed Councilwoman Sauer as Deputy Supervisor with check signing authority.

**RESOLUTION NO. 14 OF 2012
PROCUREMENT POLICY & PROCEDURE**

On a motion of Councilman M. Bush, seconded by Councilwoman Sauer, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush R. Bush, Sauer, Keys Nays 0

This resolution sets forth the policies and procedures for the Town of New Bremen to meet the requirements of the General Municipal Law, Section 104-b.

Whereas; Chapter 413, Section 104-b of the General Municipal Law of the State of New York, enacted in 1991, requires the governing board of each political subdivision to adopt written internal policies and procedures

governing all procurement of goods and services not required by law to be made pursuant to competitive bidding requirements, therefore be it

Resolved;

1. Any town officer may purchase goods and/or services needed by his/her department up to the amount of \$2,500.00 providing there is sufficient money available in the appropriation to which the purchase will be charged.
2. Any town officer wishing to purchase goods and/or services in excess of \$2,500.00, but less than \$5,000.00 shall use his/her best judgment in selecting a vendor.

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RESOLUTION NO. 16 OF 2012
APPROVAL OF QUICKBOOKS PURCHASE/PAYMENT

On a motion of Councilman M. Bush, seconded by Councilwoman Sauer, the following resolution was
ADOPTED Ayes 5 Becker, M. Bush R. Bush, Sauer, Keys Nays 0

Resolved; the Town Board approves the payment of the QuickBooks electronic bookkeeping system for the Supervisor for \$395.00

The next meeting of the Town Board of the Town of New Bremen will be held on January 9, 2012 at 4:00 p.m. at the Town Municipal Office Building.

With no further business, on a motion of Councilman Becker, seconded by Councilman R. Bush, the meeting was adjourned at 8:30 p.m. Carried unanimously.

Elizabeth B. Jones, RMC
Town Clerk/Tax Collector