

Scottsville, New York
January 4, 2024

Regular Town Board Meeting held January 4, 2024, at 6:30 P.M. at the Wheatland Municipal Building, Scottsville, New York.

Present: Supervisor Jim Kirch
Councilman Timothy Davis
Councilman Carl Schoenthal
Councilman Edward Shero
Councilwoman Tina Stevens

Absent:

Recording Secretary: Laurie Czapranski, Town Clerk

Also Attending: Shanna Fraser, Recreation & Senior Center Coordinator
Jeremy Nardone, Budget Officer
Brian Turner, Highway Superintendent

Supervisor Kirch presiding.

Pledge of Allegiance to the Flag.

Oath of Office

Roll Call. All Town Board Members present.

Approval of Minutes:

On a motion of Councilman Davis, seconded by Councilwoman Stevens and unanimously carried, the Minutes of December 7, 2023, were approved.

New Business:

Upon a motion of Councilman Schoenthal, seconded by Councilman Davis, and unanimously carried, Resolution 1-4 were approved.

Supervisor Kirch wanted it known for the record that he will not be taking a salary this year.

Upon a motion of Councilman Schoenthal, seconded by Councilman Shero, and unanimously carried, Resolution 5 was approved.

Upon a motion of Councilman Schoenthal, seconded by Councilman Davis, and unanimously carried, Resolution 6-11 were approved.

Upon a motion of Councilwoman Stevens, seconded by Councilman Shero, and unanimously carried, Resolution 12 was approved.

Upon a motion of Councilwoman Stevens, seconded by Councilman Davis, and unanimously carried, Resolution 13 was approved.

Upon a motion of Councilman Davis, seconded by Councilman Schoenthal, and unanimously carried, Resolution 14-16 were approved.

ORGANIZATION OF THE TOWN BOARD:

RESOLUTIONS:

No. 1. Official Meeting Dates, Banks, and Publications:

Sec. 1. That: Regular meetings of the Town Board shall be held on the first Thursday of each month with the exception of July. The July meeting shall be held on the 11th. All meetings to begin promptly at 6:30 P.M. Special meetings or workshops may be called at any time. Cancellation of meetings may occur with sufficient public notice. (See meeting schedule for correct time and place.)

Sec. 2. That: Pursuant to Section 64-1 of the Town Law, the Town Board designates Canandaigua National Bank, Chili Branch, as the depository for all Town Funds of all its officers, departments, and Special Districts. Additional banks will be used in accordance with the Town's Finance Policy.

Sec. 3. That: Pursuant to Section 64-11 of the Town Law, the Town Board hereby designates the Sentinel and the Gannett Newspaper of Rochester as the official newspapers for the Town of Wheatland.

No. 2. Appointments:

Sec. 1. That: The following persons be appointed/reappointed to their respective offices and positions for the year beginning January 1, 2024, and ending December 31, 2024.

TBD

Attorney for the Town

No. 3. Appointments:

Sec. 1. Deputy Supervisor

That: Pursuant to Section 42 of the Town Law, the Town Board hereby establishes the office of Deputy Supervisor, and pursuant to said Law, he/she shall be vested with the powers and may perform all the duties of the Supervisor under this Chapter or any other law, subject to the limitations described herein. Subject to the Deputy Supervisor assuming his/her office, he/she must take an official undertaking in the manner described in Section 25 of this Chapter. The Town Board shall fix the compensation which the Deputy Supervisor shall receive. Such compensation may be in addition to any other compensation he/she may receive as a Town Officer, Town Official, or Town Employee.

Sec. 2. That: The Supervisor hereby appoints Councilman Schoenthal as Deputy Supervisor.

No. 4. Salary Pay Schedule:

Sec. 1. That: The salaries for various positions are hereby established effective January 1, 2024 through December 31, 2024.

Sec. 2. That: Salary pay schedule for 2024 follows:

A. Twenty-six (26) bi-weekly pay periods for all Town employees.

Sec. 3. That: The Supervisor is authorized to deposit all idle funds in an interest bearing account in accordance with the Town's Finance Policy.

2024 WAGE RATES

Salaried

Supervisor	\$35,105
Deputy Supervisor	1,200
Town Council (each)	8,702
Town Justice (each)	20,677
Town Clerk/Tax Collector	65,294
Bookkeeper/Budget Officer	24,000
Jr. Accountant	16,000
Highway Superintendent	89,505
Assessor	26,856
Director of Recreation-PT	28,799
Dog Control Officer	12,620
Dog Control Officer-PT	3,441
Attorney for the Town	\$175/Hour
Historian	4,510
Nutrition Center Co-Ordinator	26,259
Building Inspector/Fire Marshal	
Step 4	46.66
Step 3	45.52
Step 2	44.40
Step 1	42.29
Assistant Fire Marshal P/T	
Step 4	28.42
Step 3	27.72
Step 2	27.00
Step 1	25.74
Bldg. Inspector P/T	
Step 4	28.42
Step 3	27.72
Step 2	27.00
Step 1	25.74
Deputy Clerk F/T	
Step 4	21.86
Step 3	21.29
Step 2	20.78
Step 1	19.80
Deputy Clerk/HR F/T	
Step 4	26.74
Step 3	26.09
Step 2	25.46

Step 1	24.83
Sec. to the Supervisor	
Step 4	20.94
Step 3	20.39
Step 2	19.90
Step 1	18.95
Clerk Typist	
Step 4	20.94
Step 3	20.39
Step 2	19.90
Step 1	18.95
Clerk to Town Justice	
Step 4	20.94
Step 3	20.39
Step 2	19.90
Step 1	18.95
Court Attendant, Credentialed/Formal Training	22.95
Court Attendant, Non-Credentialed	17.21
Foreman	
Step 2	34.03
Step 1	32.40
HEO & Mechanic (Class A)	
Step 4	29.51
Step 3	28.81
Step 2	28.10
Step 1	26.77
MEO (CDL)	
Step 4	25.49
Step 3	24.85
Step 2	24.26
Step 1	23.09
Laborer FT	
Step 4	21.51
Step 3	20.99
Step 2	20.49
Step 1	19.50
Laborer PT	
Step 4	21.51
Step 3	20.99
Step 2	20.49
Step 1	19.50
Water Safety Instructor	18.93
Water Safety Instructor P/T	
Step 2	18.35
Step 1	17.21
Recreation Assistant for Small Program	
Step 3	18.07

Step 2	17.67
Step 1	17.21
Jr. Water Safety Instructor-PT	
Step 2	17.67
Step 1	17.21
Recreation Assistant for Large Program	18.35
Lifeguard	18.35
Nutrition Center Aide	
Step 4	19.28
Step 3	18.82
Step 2	18.35
Step 1	17.21

No. 5. Appointments:

Town Appointments for 2024:

Councilman Davis:	Fire Departments Facilities
Councilwoman Stevens:	Highway Recreation
Councilman Schoenthal:	Trail Towns/Parks
Councilman Shero:	Planning Board Library Board

No. 6. Town Insurance Agent:

Sec. 1. That: Tompkins Insurance Agencies, Inc., 90 Main Street, Batavia, NY, hereby is named as the Town's Insurance Agent, with all policies to be handled with their advice.

No. 7. Education of Town Employees:

Sec. 1. That: Town Officers or employees in order to further their knowledge of Town Government in the performance of their duties may attend meetings with consent of the Town Board, including the Annual Association of Towns Meeting, and be compensated for the ordinary expenses of travel, meals, and lodging. Vouchers must be submitted for all out-of-pocket expenses including meals. Cost to be approved by the Town Board and paid out of their respective budgets.

No. 8. Special Districts:

Sec. 1. That: The Town Board, as Commissioners of the Town's Special Districts, pursuant to Section 29-16 of the Town Law, does hereby designate the Supervisor to perform the duties of administration and supervision for all Special Districts on behalf of said Board.

No. 9. Special Funds:

Sec. 1. That: Pursuant to Town Law Section 64(a), the Town Board establishes and approves the following Petty Cash Funds, not to exceed:

\$150.00, to be maintained and disbursed by the Town Clerk
\$200.00, to be maintained and disbursed by the Tax Collector
\$75.00, to be maintained and disbursed by the Court Clerk
\$20.00, to be maintained and disbursed by the Historian
\$50.00, to be maintained and disbursed by the Senior Center
\$100.00, to be maintained and disbursed by the Recreation Coordinator

No. 10. Superintendent of Public Works:

Sec. 1. That: Pursuant to Chapter 77 of the Town of Wheatland Code, the Town Board hereby appoints Brian Turner as Superintendent of Public Works, as defined in said Chapter, to oversee the Northeast Sanitary Sewer District.

Sec. 2. That: The Wheatland Town Board hereby appoints Brian Turner as Director of Parks for the Town of Wheatland.

No. 11. Small Tool Purchases:

Sec. 1. That: Pursuant to Section 142-1a of the Highway Law, the Highway Superintendent is authorized to purchase tools and equipment without prior approval of the Town Board in amounts not to exceed \$5,000.00, and not to exceed the budget.

No. 12. Mileage Reimbursement:

Sec. 1. That: Pursuant to 102-1 of the Town Law, mileage allowance of 0.67 cents per mile is to be paid to Town officers and employees for use of private autos while on official Town business. All claims shall be itemized on an approved town form and audited. Claims will be approved, or paid, within 30 days of the end of the fiscal year.

No. 13. Policies and Benefits of Wheatland Employees:

Sec. 1. That: The Town Board of the Town of Wheatland approves all rules, regulations and benefits set forth in the document entitled "TOWN OF WHEATLAND EMPLOYEE HANDBOOK" adopted by Resolution of the Wheatland Town Board on November 16, 2017, including any adopted changes since that date.

Sec. 2. Holiday Schedule per handbook for 2024:

1. NEW YEAR'S DAY	MONDAY	JANUARY 1
2. MARTIN LUTHER KING DAY	MONDAY	JANUARY 15
3. PRESIDENT'S DAY	MONDAY	FEBRUARY 19
4. GOOD FRIDAY	FRIDAY	MARCH 29
5. MEMORIAL DAY	MONDAY	MAY 27
6. JUNETEENTH	WEDNESDAY	JUNE 19
7. INDEPENDENCE DAY	THURSDAY	JULY 4
8. LABOR DAY	MONDAY	SEPTEMBER 2
9. COLUMBUS DAY	MONDAY	OCTOBER 14
10. VETERAN'S DAY	FRIDAY	NOVEMBER 11
11. THANKSGIVING	THURSDAY	NOVEMBER 28
12. CHRISTMAS	WEDNESDAY	DECEMBER 25
13. CHRISTMAS	THURSSDAY	DECEMBER 26

No. 14. Fee Schedule for the Town of Wheatland:

Sec. 1. That: The Wheatland Town Board approves the adopted fee schedule and will make changes by resolution when appropriate.

No. 15. Town Engineers:

Sec. 1. That: The Town of Wheatland will retain engineers when projects require these services.

No. 16. Policy for Appointive Board Stipends:

Sec. 1. That: Stipends will be paid annually at the end of the fiscal year to each appointive board member according to the following schedule and eligibility criteria:

Assessment Review Board:

Chair- \$80.00 annually for serving on board
Member- \$50.00 annually for serving on board

Planning Board:

Chair- \$80.00 per meeting for serving on board
Member- \$50.00 per meeting for serving on board

Zoning Board:

Chair- \$80.00 per meeting for serving on board
Member- \$50.00 per meeting for serving on board

Sec. 2. Criteria for Planning and Zoning Boards:

1. Attend 80% of scheduled meetings.
2. Board Members will only be paid for one board per night.
3. All first-year members are required to attend County/State training programs relating to board membership. Training program to be approved prior to attendance by Town Board.
4. All board members are required to participate annually in an approved in-service training course relating to board membership.
5. Internet instructional material relating to board membership may be used to fulfill the in-service training requirement. All internet material must be approved by both the chair and the Town Board prior to the end of March of the current year. Board member must submit written summary of the material upon completion.
6. All requirements need to be completed by the 15th of December of the current year. Vouchers must be submitted in time for the second abstract of December. Vouchers not submitted for the second abstract will not be paid, and money forfeited.

Public Before the Board:

Jim Musshafen commented that over the past 6-9 months the Town administration was asked about certain topics, specifically the proposed water district on Quaker Road and the Town Master Plan and were told the information was forthcoming. He asked what the timeframe will be for these topics to be addressed.

Department and Board Reports (Submitted previously or herewith):

- Town Clerk
- Budget Officer
- Highway Superintendent
- Assessor
- Building Inspector/Fire Marshal
- Recreation
- Senior Center
- Attorney for the Town

Department and Board Reports (submitted previously or herewith):

Laurie Czapranski, Town Clerk reported that there was an issue with the Mumford Refuse District amount not being included on the tax bills of the Oatka Creek Road residents which are now part of the Mumford Refuse District. The homeowners that are affected will be billed directly by the Town for the 2024 refuse district amount and the omission corrected for 2025.

Jeremy Nardone, Budget Officer reported that they are closing out the books for December and it will be over the course of the next couple of months.

Brian Turner, Highway Superintendent reported that they have been working on the maintenance of the equipment for the upcoming winter.

Shanna Fraser, Senior Center Coordinator reported on their numerous activities during December. Twenty-five seniors enjoyed a play at Geva and are looking forward to going again. Also, the Wheatland Chili chorus, jazz Band and the kindergarteners provided holiday music. There was a tree lighting ceremony in front of the Senior Center held in conjunction with the fire trucks parading through the village.

Correspondence:

1. Alex Camarda, Director of Government Affairs, Charter Communications, re: Changes to programming.
2. Laurie Czapranski, Town Clerk to Paul Stein, re: Mobile Home Permit for 2024.
3. Supervisor Dobson to Robert Hatch, re: Planning & Zoning Board re-appointment.
4. Supervisor Dobson to Tim Steves, re: Zoning Board re-appointment.
5. Sandra Thompson, Secretary to Board of Fire Commissioners for MFD to Laurie Czapranski, Town Clerk, re: Fire Commissioner election results.
6. Chanh Quach, MC Community Development Manager to Supervisor Dobson, re: In person & virtual hearing & steering committee meeting on January 18, 2024.

Old Business:

New Business:

Whereas, it was moved by Councilman Schoenthal, seconded by Councilwoman Stevens and unanimously carried,

Resolution No. 17:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland appoints the following Chairpersons for 2024:

- a. Planning Board-Jay Coates
- b. Zoning Board-Michael Grasso

Adopted: Supervisor Kirch – aye
 Councilman Davis-aye
 Councilman Schoenthal – aye
 Councilman Shero- aye
 Councilwoman Stevens-aye

Whereas, it was moved by Councilwoman Stevens seconded by Councilman Davis and unanimously carried,
Resolution No. 18:

A P P R E C I A T I O N

WHEREAS, Linda M. Dobson, 3 Genesee Street, Scottsville, New York, since 2005 has served as Supervisor of the Town of Wheatland; and

WHEREAS, Linda served as Deputy Supervisor for 9 months prior to her serving as Supervisor; and

WHEREAS, Linda served as Councilwoman from 1998 until April 2004; and

WHEREAS, Linda has provided a positive impact on our community by addressing town needs, most recently bringing broadband to the underserved areas of Wheatland; and

WHEREAS, Linda's faithfulness and dedication have been outstanding contributions to our community;

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland expresses its thanks and appreciation for a job well done and extends its best wishes in the future to Linda M. Dobson.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Shero- aye
Councilwoman Stevens-aye

Review of vouchers for Abstract: January -Councilman Davis, February-Councilman Schoenthal, March-Councilman Shero, April-Councilwoman Stevens, May-Councilman Davis, June-Councilman Schoenthal, July-Councilman Shero, August-Councilwoman Stevens, September-Councilman Davis, October-Councilman Schoenthal, November-Councilman Shero, December-Councilwoman Stevens

The 2023 Department Audits will be conducted on Monday, January 8, 2024.

Whereas, it was moved by Councilwoman Stevens seconded by Councilman Shero and unanimously carried,
Resolution No. 19:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign the 2024 Agreement with Riverside Veterinary Hospital for medical care on an as needed basis.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Shero- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilwoman Stevens seconded by Councilman Davis and unanimously carried,

Resolution No. 20:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign the 2024 Agreement with Cynthia Scott for cleaning services at the Donnelly House in Mumford.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Shero- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilman Shero seconded by Councilman Schoenthal and unanimously carried,

Resolution No. 21:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign the 2024 Agreement with Brighton Landscape.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Shero- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilman Davis seconded by Councilwoman Stevens and unanimously carried,

Resolution No. 22:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Town Clerk to advertise in the Pennysaver for Dog Control Officer.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Shero- aye
Councilwoman Stevens-aye

Whereas, it was moved by Council Schoenthal seconded by Councilwoman Stevens and unanimously carried,

Resolution No. 23:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland agrees to dispose of the old banking laptop (#442) through the Pinpoint Group.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Shero- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilman Davis seconded by Councilman Schoenthal and unanimously carried,

Resolution No. 24:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland agrees to pay the 2024 Association of Towns membership dues in the amount of \$1,100.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Shero- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilman Davis seconded by Councilwoman Stevens and unanimously carried,

Resolution No. 25:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland grants authorization for the temporary assignment of the Town of Wheatland Justices to preside in other town or village courts in the Seventh Judicial District as need arises during the year 2024, and further requesting approval of the temporary assignment of Judges from other town or village courts in the Seventh Judicial District to its court as need arises during the year 2024.

Adopted: Supervisor Kirch– aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Shero- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilman Schoenthal seconded by Councilman Shero and unanimously carried,

Resolution No. 26:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland grants approval to the Wheatland Senior Citizens Club to hold their meetings in the Senior Center on the following dates: Jan. 9, Feb. 13, March 12, April 9, May 14, July 9, Sept. 10, Oct. 8, Nov. 12, and Dec. 10.

Adopted: Supervisor Kirch– aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Shero- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilwoman Stevens, seconded by Councilman Shero and unanimously carried,

Resolution No. 27:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign a contract with BRL Entertainment Solutions for DJ Services at the Sweetheart Dance on 2/16/24.

Adopted: Supervisor Kirch– aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Shero- aye
Councilwoman Stevens-aye

Abstract:

Upon a motion of Councilwoman Stevens, seconded by Councilman Schoenthal and unanimously carried, the Abstract dated December 20, 2023, with voucher numbers 20240001 through 20240008 in the amount of \$4,194.40, December 28, 2023 with voucher numbers 20240009 through 20240083 in the amount of \$128,679.72 and Abstract dated January 2, 2024 with voucher numbers 20240084 through 20240090 in the amount of \$11,285.00 were approved provided that all bills are paid out of their respective funds after proper audit.

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
A	GENERAL FUND A	\$3,329.69
DA	HIGHWAY DA	864.71
<u>Grand Total:</u>		<u>\$4,194.40</u>

Fund	Description	Amount
A	GENERAL FUND A	\$29,335.75
B	GENERAL FUND B	33,541.99
	HIGHWAY FUND DA	46,925.44
	HIGHWAY FUND DB	8,371.65
	MUMFORD LIGHT	921.23
	NORTHEAST SEWER	7,299.74
	TRUST & AGENCY FUND TA	2,283.92
Grand Total:		\$128,679.72

Fund	Description	Amount
A	GENERAL FUND A	\$2,295.00
B	GENERAL FUND B	8,990.00
Grand Total:		\$11,285.00

Upon a motion of Councilman Davis, seconded by Councilman Schoenthal, and unanimously carried the Board went into Executive Session at 6:58 P.M. to discuss a personnel matter.

The Board resumed to regular session at 7:28 P.M.

Whereas, it was moved by Councilman Davis, seconded by Councilman Shero and unanimously carried,

Resolution No. 28:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to enter into a contract with Eric W. Stowe, Esq. as Attorney for the Town with terms as outlined in the proposal, for a trial period of six months at a rate of \$175 per hour.

Adopted: Supervisor Kirch– aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Shero- aye
Councilwoman Stevens-aye

Upon a motion of Councilman Schoenthal, seconded by Councilman Shero, and unanimously carried, the meeting was adjourned at 7:30 P.M.

Laurie B. Czapranski
Wheatland Town Clerk