

TOWN OF HECTOR
2020 Re-organizational Meeting
January 2, 2020

Members Present:

Alvin J. White, Supervisor
Jessica Rodgers, Councilwoman
Michael Bergen, Councilman
Justin Boyette, Councilman

Others:

Jane M. V. Ike, Clerk
Randy Rappleye, Highway Superintendent
Jason Santobianco, Code Enforcement Officer
Audrey Mayette

Absent: Robert Barton, Councilman

Elizabeth Martin, Councilwoman

Called to order at 7:00pm by Supervisor White followed by Pledge of Allegiance.

Approval of Minutes: December 30, 2019 postponed to January 14th

Public Comment:

Department Reports:

Highway:

RESOLUTION #1 – offered by White, seconded by Boyette

Resolved to appoint Randy Rappleye as Town of Hector Highway Superintendent effective January 1, 2020 thru December 31, 2021. Ayes 4, Nays 0

RESOLUTION #2 – offered by Bergen, seconded by Rodgers

Resolved to appoint Richard Bump Jr. as Deputy Highway Superintendent effective January 1, 2020 thru December 31, 2021. Ayes 4, Nays 0

RESOLUTION #3 – offered by Bergen, seconded by Boyette

Resolved to authorize the Highway Superintendent to rent equipment and purchase food as may be necessary in any emergency situations during 2020. Ayes 4, Nays 0

Code Enforcement:

RESOLUTION #4 – offered by White, seconded by Boyette

Resolved to appoint Jason Santobianco as Assistant Code Enforcement Officer for 2020. Ayes 4, Nays 0

Water District:

Discussion regarding Water District Engineers: In most recent past years we have appointed a Town Engineer for the Water District; MRB has asked to be re-appointed for 2020; concerns expressed due to issues with park project and more recent proposal price increases.

RESOLUTION #5 – offered by White, seconded by Bergen

Resolved to not appoint a Town or Water District Engineer at this time. Ayes 4, Nays 0

Smith Park: Park Manager full time position needs to be advertised soon; job description needs to be determined.

Justice Court: Discussion of need for Associate Justice and how position would be used.

RESOLUTION #6 – offered by Bergen, seconded by Boyette

Resolved to establish the position of Associate Town Justice effective January 2, 2020.

Ayes 4, Nays 0

RESOLUTION #7 – offered by White, seconded by Bergen

Resolved to transfer \$1500 from A1110.4 and \$1500 from A1110.41 to A1110.12 Town Justice/Associate for a total of \$3000.00. Ayes 4, Nays 0

RESOLUTION #8 – offered by Boyette, seconded by Bergen

Resolved to appoint Steven Decker as Associate Town Justice effective January 2, 2020 thru December 31, 2022 to fill in for Justice Caslin as may be necessary at a rate of pay to be determined.

Discussion: Rate of pay should be determined prior to first use. Ayes 4, Nays 0

Town Clerk/Tax Collector: Clerk Ike reported that 2020 tax bills were mailed December 30th.

Supervisor:

RESOLUTION #9 – offered by White, seconded by Rodgers

Resolved to appoint Justin Boyette as Deputy Town Supervisor effective January 1, 2020 thru December 31, 2023. Ayes 4, Nays 0

RESOLUTION #8 – offered by White, seconded by Rodgers

Resolved to appoint Janine A. Bond as Bookkeeper to the Supervisor effective January 1, 2020 thru December 31, 2023. Ayes 4, Nays 0

Committee Assignments:

Supervisor's Committee Appointments for 2020

3rd Tuesday of Each Month

1:00pm Personnel

Alvin White
Robert Barton
Elizabeth Martin
Janine Bond

2:00pm Finance

Alvin White
Jessica Rodgers
Robert Barton

3:00pm Communications

Alvin White
Jessica Rogers
Elizabeth Martin
Jane Ike

3rd Thursday of Each Month

1:00pm Highway

Alvin White
Michael Bergen
Justin Boyette
Randy Rappleye
Richard Bump Jr.

2:00pm Park

Alvin White
Michael Bergen
Justin Boyette
Janine Bond

3:00pm Public Safety & Health

Alvin White
Michael Bergen
Jessica Rodgers

1st Wednesday Every Other Month

1:00pm Water Board

Alvin White
Justin Boyette
Robert Barton
Robert Stapleton

RESOLUTION #9 – offered by Rodgers, seconded by Boyette

Resolved to authorize the Supervisor to pay all payrolls, contracts, registrations, phone, electric, utilities, insurances and postage prior to audit as may be necessary in 2020. Ayes 4, Nays 0

RESOLUTION #10 – offered by Boyette, seconded by Bergen

Resolved to appoint Robert Halpin as Attorney for the Town at \$150.00 per hour for 2020.

Ayes 4, Nays 0

RESOLUTION #11- offered by White, seconded by Rodgers

Resolved to appoint Sandra Bradford as Town Historian and Doris Pike as a Volunteer Deputy Historian for 2020. Ayes 4, Nays 0

RESOLUTION #12 – offered by Boyette, seconded by Bergen

Resolved to designate the 2nd Tuesday of each month at the Hector Town Hall as the time and place of the monthly Town Board Meetings for 2020. Ayes 4, Nays 0

RESOLUTION #13 – offered by Bergen, seconded by Boyette

Resolved to designate the Chemung Canal Trust Company as the depository for Town Supervisor's, Town Clerk/Tax Collector's & Town Justice funds for 2020; further resolved to authorize the use of Chemung Canal Trust Company, Tompkins Trust Company Odessa Branch; Tompkins Trust Company Castile Branch; Community Bank WG for other investments/deposits as may be necessary in 2020.

Discussion: Use of Castile – for Ambulance Fund. Ayes 4, Nays 0

RESOLUTION #14 – offered by Boyette, seconded by Rodgers

Resolved to Designate the Watkins Review & Express as the Official Paper for the Town for 2020.

Ayes 4, Nays 0

RESOLUTION #15 – offered by Boyette, seconded Rodgers

Resolved to approve and authorize the Supervisor to sign the SCOPED Memorandum of Understanding effective 1/1/2020-12/31/2020. Ayes 4, Nays 0

RESOLUTION #16 – offered by Boyette, seconded by Bergen

Resolved to appoint Dr. James Winkler as Local Health Officer for the Village of Burdett and Town of Hector Consolidated Board of Health effective October 1, 2018 thru September 30, 2022; 4-year term.

Discussion: Believe the position is required by the State Health Department; discovered his appointment was missed last year; does reports quarterly at Council of Governments. Ayes 4, Nays 0

Set date for Annual Financial Audit Meeting: February 6, 2020 at 5:00pm

Policy Reviews: Ethics; Procurement; Capital Assets

Supervisor White reviewed the policies he would like to review. Provided a copy of proposed new Capital Asset Policy for review and adoption at February meeting. Ethics policy from Employee Handbook provided for review. Procurement policy discussed; may look at changing in the future. Cyber Security Policy is now required; need to find some sample policies to get one created.

RESOLUTION #17 - offered by Boyette, seconded by Boyette

Resolved to designate Jessica Rodgers as the Town of Hector delegate for the Association of Town's Conference February 16-19, 2020. Ayes 4, Nays 0

Next Highway Committee Meeting will be January 23 at 1:00pm.

Adjourned at 8:29pm on a motion by Councilwoman Rodgers, seconded by Bergen.

Respectfully submitted,

Jane M. V. Ike, Clerk