

2025 Organizational Meeting

Meeting minutes

Present:

Supervisor Richard White; Town Councilmember Gerald Hull and Karen Roffe; Highway Superintendent, Russell Page; Town Clerk, Amy Neumann; Deputy Town Clerk, Kim Reitz.

Others:

None.

Pledge

The meeting was called to order by Town Supervisor Richard White. The Pledge of Allegiance was recited by all present.

Excused:

Supervisor White noted that Jason Yasso was excused, and Matt Durbin was absent at the time of the meeting's start. Three board members were present, allowing the meeting to proceed.

Appointment - Code Enforcement

Sean Sullivan was reappointed as the Code Enforcement Officer until a replacement is found.

Appointment of Town Accounting Bookkeepers and Payroll Firm for 2025

Kaufman and Utz were appointed as the town accounting bookkeepers and payroll firm for 2025 per the attached agreement. Supervisor White mentioned that he would provide a copy of the agreement, which was a continuation from the previous year with the same rates.

Designate Official Town Newspaper for 2025

The Livingston County News was designated as the official town newspaper for 2025.

Millage Rate

The mileage rate was set at the current IRS rate of 70 cents per mile.

Appoint Town Historian for 2025

Karen Roffe was appointed as the Town Historian for 2025.

Supervisor to appoint Deputy Supervisor for 2025

Supervisor White reappointed Jason as Deputy Supervisor. He mentioned that if anyone had an interest in the position, they should contact him before the appointments. He expressed satisfaction with the current arrangement and wanted to continue it.

Appoint Record Management Person for 2025

Town Clerk, Amy Neumann was appointed as the Records Management Person for 2025.

Town Clerk to Appoint deputy for Vital Statistics for 2025

The Town Clerk, Amy Neumann appointed Kim Reitz as the deputy for Vital Statistics for 2025.

Appoint 2025 Teen Youth Board Representative.

Renee Fanaro was reappointed as the Teen Youth Board Representative. Supervisor White mentioned that he had contacted her, and she expressed interest in continuing in the role.

Appoint Planning Board Representative for 5 yr term

Supervisor White noted that a Planning Board Representative was still needed, as the position had been vacant for a year or two. He requested that if anyone could suggest a candidate, they should do so. The appointment would be made at a future board meeting once a suitable candidate is found.

Appoint Town Engineers for 2025

Clark Patterson Lee was appointed to serve as the town's engineers at the town's discretion for 2025.

Appoint Town Attorney for 2025

James Campbell of Kruk and Campbell was appointed as the main town attorney for 2025.

--- Appoint Conflict Attorney for 2025

Dwight Kanyuck was appointed as a backup attorney in case of conflicts of interest, particularly for water-related issues. Supervisor White explained that this appointment was necessary because James Campbell represents the county on many matters, and separate representation might be needed in certain cases.

Appoint Depositing Clerk for OLCWD for 2025

Town Clerk, Amy Neumann was appointed as the Depositing Clerk for the Old Leicester Cuylerville Water District for 2025.

Set Town Clerk / Tax Collector hourly rate for 2025.

Set Court Clerk / Deputy Town Clerk rate of pay

Supervisor White proposed setting the Town Clerk/Tax Collector hourly rate at \$23.27 and the Court Clerk/Deputy Town Clerk rate at \$20.90 for 2025, reflecting a planned 3% increase. However, he expressed a desire to discuss these rates further at the next meeting in executive session, along with a comprehensive review of hours and compensation. For the time being, the 3% increase was tentatively accepted, with the understanding that adjustments could be made later.

Town Clerk to Appoint Deputy Town Clerk / Deputy Tax collector for 2025

Town Clerk, Amy Neumann appointed Kim Reitz as the Deputy Town Clerk/Deputy Tax Collector for 2025.

Petty Cash for Tax Collector for 2025 Tax Warrant

A \$200 advance was approved for petty cash, to be returned to the town once the tax warrant is completed.

Town Highway Superintendent to appoint his Deputy at \$1.50 per hr. added to his rate of pay.

The Town Highway Superintendent appointed Todd Lubanski as deputy, with a \$1.50 per hour addition to the deputy's rate of pay.

Allowing the Town Highway Superintendent to be allowed to spend up to \$5,000.00 for supplies, materials etc. for 2025

The Town Highway Superintendent was authorized to spend up to \$5,000 for supplies, materials, etc. for 2025. Supervisor White noted that this amount had not changed in a few years and confirmed with the board that it was still working well.

Set the Part Time Hourly Rate for Highway Department Workers.

The part-time hourly rate for Highway Department workers was set at \$16 per hour, with time and a half for hours worked after 40 hours per week. Supervisor White suggested that this rate should also be reviewed along with other compensation discussions in the future.

To set the rate of pay for machine operators for 2025

The rate of pay for machine operators for 2025 was set at \$20.60 per hour.

Set the Cemetery and Parks Hourly Rate for 2025.

The Cemetery and Parks hourly rate for 2025 was set at \$21.63 per hour.

Appoint the Cemetery Caretaker for 2025

John Yasso was appointed as the Cemetery Caretaker for 2025, to serve at the board's discretion.

Set rate of pay for Board of Assessment Review for 2025

The rate of pay for the Board of Assessment Review for 2025 was set at \$75 per day for the grievance day and \$25 per day for attending training classes, at the town board's discretion. Supervisor White expressed a desire to review these rates in the future to ensure they are reasonable for the work involved.

Set rate of pay for Planning Board Members and Zoning Board members for 2025

The rate of pay for Planning Board Members and Zoning Board members for 2025 was set at \$25 per meeting, pending review.

Billing and Collector for the OLCWD for 2025

Kim Reitz was appointed as the Billing and Collector for the Old Lester Collierville Water District for 2025.

Appoint the Clerk of the Zoning and Planning Board for 2025

Amy Neumann was appointed as the Clerk of the Zoning and Planning Board for 2025, to serve at the town board's discretion.

Set the Town Hall Hours for 2025

The normal Town Hall hours for 2025 were set as 8 AM to 12 PM and 12:30 PM to 4 PM, Monday through Thursday, closed for national holidays. Supervisor White noted that these hours would be included in future discussions about schedules and compensation.

Set Board Meeting Times for 2025

Board meetings for 2025 were set for the 2nd and 4th Tuesday of each month at 7 PM, unless otherwise posted by the board.

Appoint the 2025 Representative to the Traffic Safety Board.

Dennis Prevost was appointed as the 2025 representative to the Traffic Safety Board.

Appoint the Alternate to the Traffic Safety Board for 2025.

Russell Page was appointed as the alternate to the Traffic Safety Board for 2025.

Zoning and Code Enforcement Officer and 911 House Numbering Official for 2025

Sean Sullivan was appointed as the Zoning and Code Enforcement Officer and 911 House Numbering Official for 2025, or until a replacement is found.

Approval for advanced payment of claims for 2025.

Approval was granted for advanced payment of claims for 2025 for public utility services, postage, freight and express charges, and health insurance, all pending on the board's discretion.

Appointment to the Planning Board for a five-year term commencing 01/01/2025

Paula Smith, Chairman was reappointed to the Planning Board for a term of 5 years commencing on 01/01/2025 and Concluding 12/31/2029.

Appointments to the Zoning Board for a term of 5 years commencing on 01/01/2025

Michael Parsons and Donald Kane were reappointed to the Zoning Board for a term of 5 years commencing on 01/01/2025 and concluding 12/31/2029.

Board member Karen Roffe raised a concern about ensuring that appointed board members complete their required training hours each year, noting that the town could face issues if this is not done. Supervisor White agreed and suggested implementing a system to regularly review and discuss various town matters, including contracts and appointments, to ensure everything is up to date.

Supervisor White also mentioned complaints about lack of quorum at county board meetings when town representatives serve on those boards, emphasizing the need to follow up on attendance and participation at all levels.

Resolution 01012025

Gerald Hull made a motion to accept the appointments and rates listed above. The motion was seconded by Karen Roffe. All were in favor, and the motion carried.

Oaths of Office:

Supervisor White noted that oaths of office would be administered at a later time for those who were not present at the meeting.

ADJOURNMENT

Karen Roffe made a motion to adjourn the meeting. The motion was seconded by Gerald Hull. All were in favor.

The meeting was adjourned.

Respectfully Submitted by Town Clerk, Amy Neumann