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TOWN OF ENFIELD
2009 ORGANIZATIONAL RESOLUTIONS

RESOLUTION #1

1. The monthly meeting of the Enfield Town Board shall be held on the Second Wednesday of each month, at 7:00 p.m., at the Enfield Community Building, 182 Enfield Main Road.

RESOLUTION #2

2. The Ithaca Journal is designated as the official newspaper for the Town of Enfield.

RESOLUTION #3

3. Resolved that the order for conducting business at the regular Town Board meetings is as follows:

Call Meeting to Order
Pledge of Allegiance
Approval of Minutes
Communications
Audit Claims
County Legislator's Report
Committees Reports
Old Business
New Business
Announcements
Privilege of the Floor (Limited to 3 minutes)
Adjournment

RESOLUTION #4

4. The following are appointed:
 - a. Deputy Supervisor: Jean Owens
 - b. Deputy Town Clerk: N. Patricia Dougherty
 - c. Deputy Highway Superintendent: Charles Sinclair
 - d. Attorney for the Town: Guy Krogh, Esq. the Town Board specifically waives the requirement that the Town's Attorney be a resident of the Town.
 - e. Code/Fire Enforcement Officer: Vacant Code/Fire Enforcement Officer: Alan Teeter
 - f. Courts Clerk: Tiffany Poole
 - g. Town Historian: Sue Thompson
 - h. Bookkeeper: Patricia Podufalski

RESOLUTION #5

5. Salary Schedule for 2008^a

Town Supervisor: \$9,344.16/year, paid monthly
Deputy Town Supervisor \$1200.00/year, paid quarterly
Highway Superintendent: \$49,192.60/year, paid monthly
Deputy Highway Superintendent: \$19.33/hr., paid biweekly
Machine Equipment Operator: \$18.82/hr., paid biweekly
Highway Department part-time employees: \$10.00/hr-\$12.00/hr., paid biweekly
Town Clerk: \$10,956/year, paid monthly
Deputy Town Clerk: \$9.88/hr., paid monthly
Town Justices: \$10,508.00/year, paid monthly
Courts Clerk: \$7920.72/year, paid monthly
Councilperson: \$2,648.40/year, paid quarterly
Bookkeeper: \$5,636.16/year, paid monthly
Town Attorney: \$150.00/hr., paid monthly
Code/Fire Enforcement Officer: \$17,699.50/year, Code/Fire Enforcement Officer: \$17,699.50/year, paid monthly
Cemetery Maintenance (paid June, July, August, September): Wayne A. Snyder \$1,622.00; Wayne C. Snyder \$1622.00

RESOLUTION #6

Resolved that the listed Policies and Procedures contained in the Town of Enfield Policies and Procedures Manual are adopted.

Policy 100.1 - Banking Institutions
Policy 100.2 - Payroll Activities
Policy 100.3 - Vacation and Holiday Policy ✕
Policy 200.1 - Sick Leave Policy
Policy 200.2 - Health Insurance Policy
Policy 400.1 - Investment Policy
Policy 400.2 - Prepayment of Certain Bills
Policy 400.3 - General Policy on Procurement
Policy 400.4 - Mileage Reimbursement
Policy 510.1 - Cemetery Fees
Policy 600.1 - Transcription Tape Retention

RESOLUTION#7

7. Committees/Boards

Beautification Committee: Debbie Teeter, Ann Rider and Helen Hetherington

Cemetery Committee: Chair: Sue Thompson

Enfield Community Council Liaison: Councilperson Stephanie Gaynor

Fire, Disaster, and EMS Advisory Board (3 Year Term ends 12/31/2009) Delegate: Larry Stilwell Alternate: Larry Lanning

Facilities Development: Town Supervisor Frank Podufalski, Councilperson Herb Masser , Denny Hubbell

Intermunicipal Partnership Delegate: Councilperson Stephanie Gaynor

Local Advisory Board of Assessment Review: Linda Heyman, Doris Rothermich, Debra Spencer

Personnel Committee: Councilperson Herb Masser, Chair; Supervisor Frank Podufalski, Superintendent B. Rollins, and an employee representative selected by the highway employees

Planning Board: Co-chairs, Virginia Bryant (2010), James McConkey (2013), Calvin Rothermich (2009, ag. Rep.), Richard Neno (2009), Vacant (2008), Ann Chaffee (2011), Debbie Teeter (2013), Town Board Liaison: Herb Masser

Project Facility Manager: Councilperson Roy Barriere

Tompkins County Council of Governments (TCCOG): Supervisor Frank Podufalski, Alternate, Councilperson Roy Barriere

Tompkins County Environmental Management Council: Michael Miles

Tompkins County Youth Board: Councilperson Stephanie Gaynor

Town Newsletter: Done in conjunction with the Enfield Community Council newsletter

Town of Enfield Website Master: Sue Thompson

January 14, 2009

Vacation Schedule

800-23 Resolution - #7.1

Vacation schedule to replace present schedule.

- 1- Upon hire employee receives 1 week vacation
- 2- Upon completion of 1 year of service on employee anniversary date, employee receives 2 weeks vacation.
- 3- Upon completion of 2-8 years of service on employees anniversary date, employee receives 2 weeks vacation.
- 4- Upon completion of 9-14 years of service on employees anniversary date, employee receives 3 weeks of vacation.
- 5- Upon completion of 15+ years of service on employees anniversary date. Employee receives 4 weeks of vacation.