

**TOWN OF ENFIELD**  
**2017 ORGANIZATIONAL RESOLUTIONS**

**Resolution # \_\_\_\_-2017                      Town Board Meeting Dates**

Resolved, the regular meeting of the Enfield Town Board shall be held monthly on the 2<sup>nd</sup> Wednesday of each month, at 6:30 pm, at the Enfield Community Building, 182 Enfield Main Road, Ithaca, NY 14850

**Resolution # \_\_\_\_-2017                      Town Board Regular Meeting Outline**

Resolved, the order for conducting business at the regular Town Board meetings is as follows:

- Call Meeting to Order
- Pledge of Allegiance
- Privilege of the Floor (Limited to 3 minutes)
- Consent Agenda\*
- Communications
- County Legislator's Report
- Highway Superintendent Report
- Code Enforcement Report
- Supervisor's Report
- Committee Reports
- Old Business\*
- New Business\*
- Announcements
- Privilege of the Floor (Limited to 3 minutes)
- Adjournment

Further resolved, the order for conducting any special meetings is as follows:

- Call Meeting to Order
- Pledge of Allegiance
- Privilege of the Floor (Limited to 3 minutes)
- Consent Agenda\*
- Old Business\*
- New Business\*
- Announcements
- Adjournment

**\*Action Items**

Resolved, in an effort to foster an orderly meeting process, the following rules and guidelines will be used and enforced at all Town Board meetings:

**GENERAL RULES OF PROCEDURE**

The Supervisor shall preside at meetings. In the Supervisor’s absence the Deputy Supervisor shall preside.

The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.

A member, once recognized shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, be called to order, they shall cease speaking until the question of order is determined, and, if in order, he shall be permitted to proceed.

There is no limit to the number of times a member may speak on a question.

Motions to close or limit debate may be entertained but shall require a two-thirds vote.

**GUIDELINES FOR PUBLIC COMMENT**

The public shall be allowed to speak only during the Public Comment / Privilege of the Floor period of the meeting or at such other time as a majority of the Board shall allow.

*Speakers must step to the front of the room.*

*Speakers must give their name, address and organization, if any.*

*Speakers must be recognized by the presiding officer.*

*Speakers must limit their remarks to 3 minutes on a given topic.*

*Speakers may not yield any remaining time they may have to another speaker.*

*Board members may, with the permission of the Supervisor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.*

*All remarks shall be addressed to the Board as a body and not to any member thereof.*

*Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.*

*Interested parties or their representatives may address the Board by written communications.*

**AMENDMENTS TO THE RULES OF PROCEDURE**

The foregoing procedures may be amended from time to time by a majority vote of the Board.

**Resolution # \_\_\_\_\_-2017                      Department Hours**

Resolved, the Town Board hereby establishes the work hours of the:

Highway Department to be from 6:00 AM to 2:30 PM, Monday through Friday.

Town Clerk to be from 3:00 PM to 6:00 PM Monday through Thursday.

During Jan there are additional hours of Tuesday and Thursday from 9:00AM to noon and Saturday from 9:00AM to noon.

Code Enforcement Office to be from 8:30AM to 11:00 AM Monday through Thursday and Wednesday from 5PM to 7PM

Town Court to commence at 5 PM on Mondays unless it is a holiday

**Resolution # \_\_\_\_\_-2017                      Bi-Weekly Pay Periods**

Resolved, the Town Board hereby establishes the following bi-weekly pay periods (ending at midnight) for this year:

Checks are available the following Friday unless it is a holiday when they will be available a day earlier

Payroll frequency:    Biweekly

January 6, 2017	May 12, 2017	September 15, 2017
January 20, 2017	May 26, 2017	September 29, 2017
February 3, 2017	June 9, 2017	October 13, 2017
February 17, 2017	June 23, 2017	October 27, 2017
March 3, 2017	July 7, 2017	November 10, 2017
March 17, 2017	July 21, 2017	November 22, 2017
March 31, 2017	August 4, 2017	December 8, 2017
April 14, 2017	August 18, 2017	December 20, 2017
April 28, 2017	September 1, 2017	January 5, 2018

**Resolution # \_\_\_\_\_-2017                      Paid Holidays**

Resolved, that the Town Board hereby establishes the following paid holidays for employees. Town offices will be closed on these dates:

January 1, 2017	New Year's Day	September 4, 2017	Labor Day
January 16, 2017	Martin Luther King Day	October 9, 2017	Columbus Day
February 20, 2017	President's Day	November 10, 2017	Veteran's Day
May 29, 2017	Memorial Day	November 23, 2017	Thanksgiving Day
July 4, 2017	Independence Day	December 25, 2017	Christmas Day
			(One) Floating Holiday

Resolved, the Town Board has official e-mail accounts for all Town employees and elected officials for use in their official capacities. These e-mail accounts will be connected to our official website domain, **townofenfield.org**. Ownership of and access to these communications will be with the Town of Enfield. All employees and elected officials will set up accounts with Sue Thompson, webmaster, and use their account for Town business after it is set up for as long as they work for or serve the Town of Enfield.

Resolution # \_\_\_\_-2017 Town Board Appointments

Resolved, the Town Board hereby makes the following Advisory Committee/Position appointments (*chair is noted in bold print*):

- **Town Historian** **Sue Thompson**
- **Town Webmaster** **Sue Thompson**
- **Cemetery Committee** **Sue Thompson, Wayne C. Snyder, Jessica Elliot, Ed Thompson, John Linton, Wayne A. Snyder, Supervisor Rider – liaison.**
- **Beautification Committee** **Supervisor Ann Rider and Helen Hetherington,**
- **Community Council Liaison** **Councilperson Virginia Bryant**
- **County Youth Board** **Barbara Sadovnic, Supervisor Ann Rider –Liaison**
- **Recreation Partnership** **Carolyn Tschanz, Supervisor Ann Rider-Liaison**
- **County Environment Mgmt Council** **Poney Carpenter**
- **Advisory Board of Assessment Review** **Peg Willis, Kim Falstick, David Wailes**
  
- **Facilities Development Committee** **Supervisor Ann Rider, Councilperson Mike Carpenter, Superintendent Buddy Rollins, Alan Teeter**
- **Personnel Committee** **Councilperson Virginia Bryant, Supervisor Ann Rider, Town Clerk, Alice Linton, Highway Superintendent Buddy Rollins, Employee Representative, Gabe Newhart**
- **TC Council of Governments** **Supervisor Ann Rider, alt. Henry Hansteen**
- **Health Insurance Consortium Board Director** **alt. Supervisor Ann Rider**
- **Emergency Planning Committee** **Supervisor Ann Rider, Roger Lauper, Art Houser, Alan Teeter, Buddy Rollins, Larry Stilwell, Lisa Rieger, Elementary Principal, Vera Croft, School Liaison**
- **Comprehensive Plan Writing Committee** **Beth McGee, Dan Walker, Poney Carpenter**
- **Planning Board** **Dan Walker (2020), Poney Carpenter (2017), Ann Chaffee (2018), Steve Given (2019), Rob Testori (2021)**

**Resolution # \_\_\_\_\_-2017                      Attorney for the Town – salary at \$200.00/hour, paid monthly**

Whereas, the Town Board specifically waives the requirement that the Town’s Attorney be a resident of the Town, now therefore, be it Resolved, the Town Board appoints **Mr. Guy Krogh, Esq.** to fill this position and the Supervisor is authorized to sign a one year contract.

**Resolution # \_\_\_\_\_-2017                      Official Newspaper**

Resolved, **The Ithaca Journal**, a newspaper regularly published and having general circulation in the Town, is hereby designated as the Official Newspaper for the Town of Enfield and further Resolved, the Town will send a newsletter to all residents in conjunction with the Enfield Community Council “**Currents**” Newsletter 4 times per year sharing costs of production, printing and mailing.

**Resolution # \_\_\_\_\_-2017                      Policies and Procedures**

Resolved, the Town Board adopts the listed Policies and Procedures, an Appendix to the Employee Handbook:

- Policy 100.1 - Banking Institutions with the change in the Town’s bank is Tompkins Trust Co.
- 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 with this year’s rate being \$.53.5/mile according to IRS
- Policy 510.1 - Cemetery Fees
- Policy 600.1 - Transcription Tape Retention

**Resolution # \_\_\_\_\_-2017                      Code of Ethics**

Resolved, all Public Officials, appointees, and employees for the Town of Enfield are subject to the Code of Ethics as adopted by the Town which is written in the Policies and Procedures Manuel in the Employee Handbook.

**Resolution # \_\_\_\_\_-2017                      Records Access Officer**

Resolved, that the Town Clerk, Alice Linton, shall be appointed as the Town's Record Access Officer and further Resolved, that she will serve as the person who receives all FOIL requests.

**Resolution # \_\_\_\_-2017 Town Bookkeeper – salary at \$8385.52/year, paid bi-weekly**

Resolved, the Supervisor is hereby authorized to designate a Town Bookkeeper, and  
Further resolved, the Supervisor is authorized to list the Bookkeeper on the Town Security Insurance Policy,  
and further  
Resolved, the Supervisor appoints **Deborah Kelley** to fill this position.

**Resolution # \_\_\_\_-2017 Ass't Town Bookkeeper – salary at \$16.13/hr., paid monthly**

Resolved, the Supervisor is hereby authorized to designate an Assistant Town Bookkeeper to pay bills, prepare payroll, handle the books for at least 2 continuous weeks during the calendar year and other related duties in the absence of the Bookkeeper and further  
Resolved, the Supervisor appoints **Cortney Bailey** to fill this position.

**Resolution # \_\_\_\_-2017 Deputy Town Supervisor – salary at \$800/year, paid quarterly**

Resolved, the Town Board establishes the Office of Deputy Supervisor to act for and in place of the Supervisor in his/her absence, and further  
Resolved, the Supervisor appoints **Vera Howe-Strait** to fill this position.

**Resolution # \_\_\_\_-2017 Deputy Highway Superintendent – \$.75 differential to current hourly wage, paid bi-weekly**

Resolved, the Town Board establishes the Office of Deputy Highway Superintendent to act for and in place of the highway Superintendent in his absence, and further  
Resolved, the Highway Superintendent appoints **Brandon McGee** to fill this position.

**Resolution # \_\_\_\_-2017 Deputy Town Clerk – salary at \$14.63/hour, paid monthly**

Resolved, the Town Board establishes the Office of Deputy Town Clerk to assist the Town Clerk in Records Management, tax collection, producing meeting minutes, and to act for and in place of the Town Clerk in her absence, and

Further resolved, the Town Clerk appoints **Susan Thompson** to fill this position.

**Resolution # \_\_\_\_-2017 Planning Board Clerk – salary at \$14.63/hour, paid monthly**

Resolved, the Town Board establishes the Office of Planning Board Clerk to act as the secretary for the Planning Board, to keep minutes and schedule meetings and other support functions the Board may need or require and

Further resolved, the Town Board appoints **Susan Thompson** to fill this position.

**Resolution # \_\_\_\_-2017 Code Enforcement Officer – salary at \$28,213.53/year, paid monthly**

Resolved, the Town Board appoints **Alan Teeter** to fill the position of Code Enforcement Officer.

**Resolution # \_\_\_\_-2017 Court Clerk – salary at \$11,298.72/year, paid monthly**

Resolved, the Town Justice appoints **Tiffany Poole** to fill this position.

**Resolution # \_\_\_\_-2017 Cemetery Grounds Keepers (2 individuals) – salary at \$1846.04 each/year, paid monthly in June, July, August, and September**

Resolved, the Town Board appoints **Wayne A. Snyder** and **Wayne C. Snyder** to fill these positions.

**Resolution # \_\_\_\_-2017 Comprehensive Plan Writing Committee Clerk – salary at \$14.63/hour, paid monthly**

Resolved, the Town Board establishes the position of Planning Board Clerk to act as the secretary for the Comprehensive Plan Writing, to keep minutes and schedule meetings and other support functions the Committee may need or require and

Further resolved, the Town Board appoints **Susan Thompson** to fill this position.

**Resolution # \_\_\_\_-2017 Town Hall Custodian – salary of \$25/week paid monthly/Community Building Custodian – salary at \$14.63/hour, paid monthly**

Resolved, the Town Board appoints **Alice Linton** and **Zachary Snyder** to fill these positions.

**Resolution # \_\_\_\_-2017 Public Officials/Town Employees Pay Schedule**

Resolved, the following salaries and pay schedule for all Town Officials and employees, is approved for 2016:

- Town Supervisor - \$16,561.08/year; paid monthly
- Town Councilpersons - \$2950.57 each/year; paid quarterly
- Town Clerk - \$16,561.08/year; paid monthly
- Town Justice - \$15,422.40/year; paid monthly
- Highway Superintendent - \$55,942.20/year; paid monthly
- Laborers- Hiring Rate-\$14.93/hr. paid bi-weekly
- Machine Equipment Operator - Motor Equipment Operator – Hiring rate - \$14.93/ hour; after 90 days, rate will be increased to the working rate \$15.91/ hour. MEOs with three years or less of time in service, will receive an additional \$1.00 per hour on his/her anniversary date of hire until reaching a minimum of \$18.97/hr. Maximum rate for MEOs - \$22.19/hour; paid bi-weekly
- Part time and seasonal employees will have a hire rate of \$14.63/hr.-\$16.00/hr.
- Merit Increases – An employee may receive a pay increase based upon the employee’s past performance. The merit increase will be granted at the discretion of the Town Board.