

TOWN OF ENFIELD
2020 ORGANIZATIONAL RESOLUTIONS
January 8, 2020

(Resolutions with * are recommended to be included in the Consent Agenda)

***Resolution # _____-2020 Town Board Meeting Dates**

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

Resolution # _____-2020 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 per speaker)
Communications
County Legislator's Report
Supervisor's Report
Town Clerk Report
Highway Superintendent Report
Code Enforcement Report
Enfield Volunteer Fire Department- Alan Teeter
Planning Board Report- Dan Walker

Committee Reports:

The following committee reports will be expected quarterly at March, June, September, and December Regular Town Board meetings (or more frequently as needed by the Board or Committees) Please come prepared to give the board a report on recent issues and concerns your committee is working on as well as upcoming items of importance to Enfield:

- Environmental Management Council
- Cayuga Lake Inter-municipal Organization
- Renewable Energy Advisory Committee
- Enfield Community Council
- Health Insurance Consortium
- Tompkins County Recreation Partnership
- Tompkins County Youth Board
- Cemetery Committee
- Beautification Committee
- Personnel Committee

Monthly Reports:

- Comprehensive Planning Committee
- Finance Committee
- Tompkins County Council of Governments
- Emergency Management Committee
- Ithaca-Tompkins County Transportation Council (ITCTC)

Consent Agenda*

Old Business*

New Business*

Announcements

Privilege of the Floor (Limited to 3 minutes per speaker)

Adjournment

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

Call Meeting to Order

Pledge of Allegiance

Changes to the Agenda

Privilege of the Floor (Limited to 3 minutes per speaker)

Consent Agenda*

Old Business*

New Business*

Announcements

Adjournment

***Action Items**

Resolution # ____-2020 General Rules for Procedure and Guidelines for Public Comment

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 GUIDE FOR 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.

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, according to the agreed upon purposes set forth in this resolution, they shall cease speaking until the question of order is determined by vote of the entire board. If determined to be in order, they shall be permitted to proceed.

The board commits to adhere to Resolution #2017-50, Town of Enfield Chooses Civility Resolution, in all discussions to achieve the purpose of fairness and reasonable discourse.

For purposes of process, organization, and legal requirements, parliamentary procedure will guide the Town Board in its work.

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 may stand at their seats if they are able.*
- *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 communication at any time.

AMENDMENTS TO THE RULES OF PROCEDURE:

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

***Resolution # ____-2020 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- **January 2020:** Mon. 3-7 PM, Tues. 3-6 PM, Wed.- Closed, Thurs. 3-6 PM, Fri. 9:30AM-1:30 PM, Sat. 12:30 PM-4:30 PM/ **February 2020-** Hours are the same except there will be no Thursday hours. Remaining 2020 hours will be determined by the Town Clerk and considered by the Town Board in February 2020,
- 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 10:00 AM on Mondays unless it is a holiday.

***Resolution # _____-2020 Bi-Weekly Pay Periods**

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

January 3, 2020	May 8, 2020	September 11, 2020
January 17, 2020	May 22, 2020	September 25, 2020
January 31, 2020	June 5, 2020	October 9, 2020
February 14, 2020	June 19, 2020	October 23, 2020
February 28, 2020	July 3, 2020	November 6, 2020
March 13, 2020	July 17, 2020	November 20, 2020
March 27, 2020	July 31, 2020	December 4, 2020
April 10, 2020	August 14, 2020	December 18, 2020
April 24, 2020	August 28, 2020	January 1, 2021

Checks are available the following Thursday. Payroll frequency is Bi-weekly.

***Resolution # _____-2020 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, 2020	New Year's Day	September 7, 2020	Labor Day
January 20, 2020	Martin Luther King Day	October 12, 2020	Columbus Day
February 17, 2020	President's Day	November 11, 2020	Veteran's Day
May 25, 2020	Memorial Day	November 26, 2020	Thanksgiving Day
July 4, 2020	Independence Day	December 25, 2020	Christmas Day (One) Floating Holiday

***Resolution # _____-2020 Town E-Mail Accounts**

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 Beth McGee, Town Supervisor, 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 # _____-2020 Attorney for the Town - salary at \$225.00/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 # ____-2020 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;
RESOLVED, the Town will post all Public Notices on the town website at www.townofenfield.org

***Resolution # ____-2020 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 Manual in the Employee Handbook.

***Resolution # ____-2020 Records Access Officer**

RESOLVED, that the **Town Clerk Ellen Woods**, shall be appointed as the Town's Record Access Officer and;
RESOLVED, that the **Town Clerk** will serve as the person who receives all FOIL requests.

***Resolution # ____-2020 Town Bookkeeper - salary at \$10,000.00/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 # ____-2020 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 **Becky Sims** to fill this position.

***Resolution # ____-2020 Confidential Secretary to the Supervisor- salary at \$2000.00/year, paid monthly**

RESOLVED, the Supervisor is authorized to list the Confidential Secretary on the Town Security Insurance Policy, and;
RESOLVED, the Town Board appoints **Alice Linton** to fill the position of Confidential Secretary to the Supervisor.

***Resolution # ____-2020- 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 #___-2020 Establishing Position of Community Building Custodian-** salary of \$80.00/twice monthly, paid monthly

RESOLVED, the Town Board appoints **Pat Baker** fill this position until further notice.

***Resolution #___-2020 Planning Board Clerk - no additional salary**

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;

RESOLVED, the Town Clerk will complete or delegate these duties.

***Resolution #___-2020 Code Enforcement Officer - salary at \$29,352.00/year, paid monthly**

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

***Resolution #___-2020 Court Clerk - salary at \$12,000.00/year, paid monthly**

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

***Resolution #___-2020 Establishing Position of Maintenance for Buildings and Grounds**

RESOLVED, the Town Board establishes the position of **Enfield Buildings and Grounds Personnel** - at \$18.00 per hour/paid bi-weekly/hours to be determined

RESOLVED, the Town Board authorizes the Supervisor to advertise and fill this position.

***Resolution #___-2020 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 - \$20,000.00/year; paid monthly
- Town Councilpersons - \$3500.00 each/year; paid quarterly
- Town Clerk - \$20,000.00/year; paid monthly
- Town Justice - \$17,000.00/year; paid monthly
- Highway Superintendent - \$61,500.00/year; paid monthly
- Machine Equipment Operator - Motor Equipment Operator - Hiring rate - \$17.00/ hour; after 90 days, rate will be increased to the working rate \$18.00/hour. Pay rate may increase yearly with Town Board approval as requested by the Highway Superintendent.
- Part time and seasonal Highway employees will have a hire rate of \$16.00/hr.-\$20.00/hr. as determined by the Highway Superintendent.
- 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.

***Resolution # ____-2020 Management of Town Website, Emails, and Hosting**

WHEREAS the Town of Enfield utilizes the town website for most communications and information presentation to the public, and;

WHEREAS the Town of Enfield utilizes designated town email addresses for communication with the public and within the offices of the Town, and;

WHEREAS the Town of Enfield purchases and manages a hosting service for website and email management and hosting, and;

RESOLVED, these tasks will be managed and delegated under the office of Town Supervisor.

Resolution # ____-2020 - Town Board Advisory Committee/Position Appointments

RESOLVED, the Town Board hereby makes the following Advisory Committee/Position Appointments:

Town Historian- Susan Thompson

Deputy Town Historian- Ellie Hobbie

Cemetery Committee- Susan Thompson, Alice Linton, John Linton, _____

Beautification Committee- Joe Dawson, Supervisor Beth McGee

Community Council Liaison- Councilperson Virginia Bryant

County Youth Board- Lisa Monroe

Facilities Manager- Supervisor Beth McGee

Recreation Partnership- Councilperson Mimi Mehaffey

Environmental Management Council- Maureen Bolton (Don Smith?)

Emergency Management Committee- Supervisor, Beth McGee; Roger Lauper, EVFC Fire Chief; Dennis Hubbell, EVFC Board President; Highway Superintendent, Buddy Rollins; Councilperson, Virginia Bryant, Town Clerk Ellen Woods

Planning Board- Chair: Dan Walker; Ann Chaffee; Richard Teeter; Henry Hansteen; _____; Alternates: Joe Dawson and _____

Tompkins County Council of Governments- _____, Alternate: Supervisor, Beth McGee

Ithaca Tompkins Transportation Council- Councilperson Stephanie Redmond

Greater Tompkins Area Health Insurance Consortium- Town Clerk Ellen Woods

Finance Committee- Supervisor Beth McGee; Councilperson, Virginia Bryant;

Highway Superintendent Buddy Rollins; Town Clerk Ellen Woods; Bookkeeper Debby Kelley; Residents Diane Aramini and Alice Linton,

Cayuga Lake Inter-Municipal Organization- Becky Sims

Renewable Energy Advisory Committee-Councilperson Mimi Mehaffey; Councilperson Virginia Bryant; Planning Board Chair Dan Walker; Residents: Mike Carpenter, Jude Lemke, and Marcus Gingrich

Personnel Committee- Supervisor, Beth McGee; Councilperson Virginia Bryant; Town Clerk Ellen Woods; Highway Superintendent Buddy Rollins; Employee Representative Brandon McGee

Threat Assessment Committee- Supervisor Beth McGee; Councilperson Mimi Mehaffey; Justice Betty Poole

Town of Enfield Organizational Meeting- January 8th, 2020

*Consent Agenda

Audit Claims

Approval of Minutes from Dec. 11th regular meeting and Dec. 18th Public Hearing and Special Meeting

Organizational Resolutions:

Resolution # ____-2020	Town Board Meeting Dates
Resolution # ____-2020	Department Hours
Resolution # ____-2020	Bi-Weekly Pay Periods
Resolution # ____-2020	Paid Holidays
Resolution # ____-2020	Town E-Mail Accounts
Resolution # ____-2020	Attorney for the Town
Resolution # ____-2020	Official Newspaper
Resolution # ____-2020	Code of Ethics
Resolution # ____-2020	Records Access Officer
Resolution # ____-2020	Town Bookkeeper
Resolution # ____-2020	Deputy Town Supervisor
Resolution # ____-2020	Deputy Highway Superintendent
Resolution # ____-2020	Establishing Position of Community Building Custodian
Resolution # ____-2020	Planning Board Clerk - no additional salary
Resolution # ____-2020	Code Enforcement Officer
Resolution # ____-2020	Confidential Secretary to the Supervisor
Resolution # ____-2020	Court Clerk
Resolution # ____-2020	Position of Maintenance for Buildings and Grounds
Resolution # ____-2020	Public Officials/Town Employees Pay Schedule
Resolution # ____-2020	Management of Town Website, Emails, and Hosting

Non- Organizational Resolutions for Consent Agenda:

Resolution # ____-2020	Authorize the Supervisor to Sign Contract with Attorney, Guy Krogh, Esq.
Resolution # ____-2020	Planning Board Appointment
Resolution # ____-2020	Authorize Funding and Attendance for Newly Elected Official Training
Resolution # ____-2020	Authorize Funding and Attendance for AOT Annual Meeting
Resolution # ____-2020	Appoint Delegate and Alternate for AOT Annual Meeting

Budget Amendment # ____	2020 Move Funds for Planning Federation Membership
Budget Amendment # ____	2020 Move Funds for Tree Removal in Presbyterian Cemetery
Budget Amendment # ____	2020 Move Funds for JCAP Grant Funds Savings

Budget Amendment # ____	2019 Move Funds for Highway Repairs
Budget Amendment # ____	2019 Move Funds for Fuel Purchase
Budget Amendment # ____	2019 Move funds for Additional Budget Modifications

End of Consent Agenda