

TOWN OF ENFIELD
2019 ORGANIZATIONAL RESOLUTIONS

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

***Resolution #____-2019 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 # ____-2019 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
 - Renewable Energy Advisor Committee- Mimi Mehaffey
 - Comprehensive Planning Committee- Beth McGee
 - Finance Committee- Beth McGee
 - Tompkins County Council of Governments- Beth McGee
 - Threat Assessment Committee

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- (Maureen Bolton)
- Enfield Community Council- Ann Rider
- Health Insurance Consortium- Ann Rider
- Tompkins County Recreation Partnership- Mimi Mehaffey
- Tompkins County Youth Board- Barbara Sadovnic
- Cayuga Lake Inter-municipal Organization- Becky Sims
- Cemetery Committee

Consent Agenda*
Old Business*
New Business*
Announcements
Privilege of the Floor (Limited to 3 minutes per speaker)
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 per speaker)
Consent Agenda*
Old Business*
New Business*
Announcements
Adjournment

***Action Items**

Resolution # ____-2019 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 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 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 # ____-2019 Department Hours

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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 January 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 # ____-2019 Bi-Weekly Pay Periods**

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

January 5, 2019	May 10, 2019	September 13, 2019
January 18, 2019	May 24, 2019	September 27, 2019
February 1, 2019	June 7, 2019	October 11, 2019
February 15, 2019	June 21, 2019	October 25, 2019
March 1, 2019	July 5, 2019	November 8, 2019
March 15, 2019	July 19, 2019	November 22, 2019
March 29, 2019	August 2, 2019	December 7, 2019
April 12, 2019	August 16, 2019	December 21, 2019
April 26, 2019	August 30, 2019	January 3, 2020

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

***Resolution # ____-2019 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, 2019	New Year's Day	September 2, 2019	Labor Day
January 21, 2019	Martin Luther King Day	October 14, 2019	Columbus Day
February 18, 2019	President's Day	November 11, 2019	Veteran's Day
May 27, 2019	Memorial Day	November 28, 2019	Thanksgiving Day
July 4, 2019	Independence Day	December 25, 2019	Christmas Day

(One) Floating Holiday

***Resolution # ____-2019 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 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 # ____-2019 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 # ____-2019 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 post all Public Notices on the town website at **www.townofenfield.org**

***Resolution # ____-2019 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 # ____-2019 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 #____-2019 Town Bookkeeper – salary at \$8753.64/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 #____-2019 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 **Councilperson Becky Sims** to fill this position.

***Resolution #____-2019- 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 #____-2019 Establishing Position of Community Building Custodian– salary of \$80.00/twice monthly, paid monthly**

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

***Resolution #____-2019 Deputy Town Clerk – salary at \$7500.00/year, 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;

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

***Resolution #____-2019 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 delegate or complete these duties.

***Resolution #___-2019 Code Enforcement Officer – salary at \$29,353.36/year, paid monthly Resolved,** the Town Board appoints **Alan Teeter** to fill the position of Code Enforcement Officer.

***Resolution #___-2019 Court Clerk – salary at \$11,755.23/year, paid monthly Resolved,** the Town Justice appoints **Tiffany Poole** to fill this position.

***Resolution #___-2019 Town Hall Custodian – salary of \$25/week paid monthly Resolved,** the Town Board appoints **Alice Linton** to fill this position.

***Resolution #___-2019 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 - \$16,561.00/year; paid monthly
- Town Councilpersons - \$3009.60 each/year; paid quarterly
- Town Clerk - \$20,400.00/year; paid monthly
- Town Justice - \$16,045.00/year; paid monthly
- Highway Superintendent - \$59,168.00/year; paid monthly
- Machine Equipment Operator - Motor Equipment Operator – Hiring rate - \$16.11/ hour; after 90 days, rate will be increased to the working rate \$16.91/ 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 \$16.00/hr.-\$20.00/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.

***Resolution #___-2019 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 Enfield Town Clerk.