

**Mayville, NY**

**Organizational Meeting**

**January 1, 2016**

**Present:** Supervisor Donald Emhardt, Councilman Dave Ward, Thomas Carlson, Scott Cummings and Kenneth Burnett, Town Clerk, Rebecca Luba, Deputy Clerk, Elizabeth Steinabch, Code Enforcement Officer Jeff Paddock, Highway Superintendent, Tim Wendell, Justice James Fischer, Justice Tim Hull, Court Clerk, Fairlee Fischer.

Town Supervisor opened the Organizational Meeting at 10:02 AM with the Pledge of Allegiance.

**Public Comments:**

None

**Motion** made by Councilman Dave Ward to approve the minutes for the regular Board Meeting held 12/14/15

**Second:** Councilman Kenneth Burnett

**Vote:** Supervisor Donald Emhardt – Aye  
Councilman Thomas Carlson – Aye  
Councilman Dave Ward – Aye  
Councilman Kenneth Burnett – Aye  
Councilman Scott Cummings – Aye

**Carried**

**Motion** made by Councilman Thomas Carlson to keep the water rate of .81 per unit(100 gallons) the same as last year for Water District #3.

**Second:** Councilman Kenneth Burnett.

**Vote:** Supervisor Donald Emhardt – Aye  
Councilman Thomas Carlson – Aye  
Councilman Dave Ward – Aye  
Councilman Kenneth Burnett – Aye  
Councilman James Kurtz – Aye

**Carried**

**Motion** made by Councilman Kenneth Burnett to schedule the audit of the Town Court books for 2015 on January 21, 2016 at 10:00a.m.

**Second:** Councilman Dave Ward

**Vote:** Supervisor Donald Emhardt – Aye  
Councilman Thomas Carlson – Aye  
Councilman Dave Ward – Aye  
Councilman Kenneth Burnett – Aye  
Councilman Scott Cummings – Aye

**Carried**

**Motion** made by Councilman Kenneth Burnett to schedule the audit of the Town Clerk/Tax Collector books for 2015 on January 8, 2016 at 10:00a.m.

**Second:** Councilman Dave Ward

**Vote:** Supervisor Donald Emhardt – Aye  
Councilman Thomas Carlson – Aye  
Councilman Dave Ward – Aye  
Councilman Kenneth Burnett – Aye  
Councilman Scott Cummings – Aye

**Carried**

**Motion** made by Councilman Thomas Carlson to correct the legal published 10/27/15 in the Post-Journal changing the Highway Superintendent's salary from \$67,346 to \$68,451.

**Second:** Councilman Scott Cummings

**Vote:** Supervisor Donald Emhardt – Aye  
Councilman Thomas Carlson – Aye  
Councilman Dave Ward – Aye  
Councilman Kenneth Burnett – Aye  
Councilman Scott Cummings – Aye

**Carried**

**Organizational Agenda:**

1. 2016 Salary Schedule for the Officials/Employees

**Town of Chautauqua Officials / Employees  
Salary Schedule for 2016**

<u>Fund</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Hours / Specifics</u>
A1010.1	Councilman	\$ 5,141.00	Elected
A1010.1	Deputy Supervisor	\$ 5,732.00	Elected
A1110.1	Justice	\$ 11,251.00	Elected
A1110.1	Court Clerk (1)	\$17.93 / Hour	Average 27.5 hours / week Total of 1430 hours / year
A1110.1	Deputy Court Clerk	\$ 14.12/ Hour	Part Time as needed
A1220.4	Bookkeeper (Moore & Myott)	\$ 10,000.00	
	Budget Officer	Supervisor	
A1220.1	Supervisor	\$ 12,000.00	Elected
A1355.1	Appraiser Technician	\$ 42,189.00	Full Time
A1355.1	Assessor Clerk (Typist II)	\$ 32,274.67	Full time
A1355.4	Assessor	\$ 19,425.00	Contracted with Busti
A1355.4	Board of Assessment Review	\$ 200.00 / Day	Paid upon comp of duties Elected (includes tax collection)
A1410.1	Town Clerk	\$ 51,120.00	Appointed (includes tax collection)
A1410.1	Deputy Town Clerk	\$ 15,450.00	
A1620.1	Building Custodian/Maintenance	\$ 15.45 / Hour	40 hour week
A1620.1	Building Custodian/Maintenance	\$ 15.45 / Hour	40 hour week
A5010.1	Highway Superintendent	\$ 68,451.00	Elected
B3510.1	Animal Control Officer	\$ 12.13 / Hour	Appointed
B3620.1	Inspection Officer /	\$ 25.45 / Hour	Appointed
B3620.1	Code Office Clerk	\$ 7,725.00	Appointed
B8010.1	Zoning Clerk	\$ 7,725.00	Appointed
B4020.1	District 654 Registrar	\$ 325.00	Paid in December
B4020.1	Deputy Registrar	\$ 225.00	Paid in December
B7510.1	Historian	\$ 750.00	Paid in December
B8010.4	ZBA Chairman	\$ 100.00 / Mtg	Attendance required
B8010.4	ZBA Members & Alternates	\$ 50.00 / Mtg	Attendance required
DA5120.1	Machine Equipment Operators	\$ 24.84 / Hour	Appointed
	MEO - 4th year	\$ 23.62 / Hour	
	MEO - 3rd year	\$ 22.36 / Hour	Appointed
DA5130.1	MEO - 2nd year	\$ 21.12 / Hour	Appointed
	MEO - 1st year - mid year hire	\$ 19.30 / Hour	Appointed
	on anniversary date (8/31/10) increase to	\$ 18.63 / Hour	Appointed
DA5142.1	MEO - new hire	\$ 18.63 / Hour	Appointed
DB5110.1	Deputy Superintendent	\$ 26.81 / Hour	Appointed
	Mileage Rate	\$ .54 cents / Mile	Officials & Employees
		or current federal rate	

2. Appointments

1. Deputy Supervisor – Thomas Carlson
2. Bookkeeper – Saxton & Kocur
3. Human Resources Director – Lawley Insurance & Town Clerk’s Office
4. Alternates for Zoning Board of Appeals
  - \* Ward Raynor – Alternate
  - \* L. James Hurley – 2<sup>nd</sup> Alternate

5. Town Historian  
\*Devon Taylor
  6. Registrar/Deputy Registrar of District 654  
\*Rebecca Luba/Deputy –Elizabeth Steinbach
  7. Court Clerk (s)  
\*Fairlee Fischer / Toni Owens
  8. Deputy Highway Superintendent-Recommended by Highway Superintendent  
\*Terry Sanden
  9. Dog Control Officer  
\*Sandy Kochanowski
  10. Inspection Officers/Backup Inspection Officer  
\*Jeffrey M Paddock & Donald Emhardt/any other available certified inspector  
Discretion of Jeffrey Paddock
  11. Appraiser Technician – Kim Meleen
  12. Assessor Clerk (Typist II) – Janette Robson
3. Setting of Official Meeting Night\*\*  
Town Board Meeting the \*Second Monday of the month at 7:00 p.m. with the  
Exception of October when the meeting will be scheduled for the second Tuesday (October  
11<sup>th</sup>) shall be set in consideration of the Columbus Day holiday.
  4. Designation of Official Repository  
\*M&T, HSBC, and Key banks, choosing whichever offers the greater benefit to the  
Town.
  5. Designation of Official Newspaper  
\*Jamestown Post Journal
  6. Establishment of Petty Cash Funds  
\* Funds established in the amount of \$100.00 for  
\*Town Clerk      \*\*Court Clerk      \*\*\*Tax Collector
  7. Authorization for Town Supervisor (acting on behalf of the Town Board) to  
Authorize employees and officials for attendance at schools/seminars.
  8. Authorization for the Supervisor to pre-pay claims for utilities thus avoiding late  
charges. Also authorization to pre-pay postage and/or delivery charges for freight  
deliveries.
  9. Approval of Youth Recreation Program
  10. Approval of Association Dues for 2016
  11. Review of
    - \*Security/Custody Agreement
    - \*Investment Policy
    - \*Purchasing Policy
    - \*Benefit Package (Vacation, sick leave, retirement)
    - (Should no changes be deemed necessary, existing agreements shall stand)
    - \*Handbook
  12. Review of Drug/Alcohol Testing Facility
    - \*Lakeshore Testing Facility
    - (Should no changes be deemed necessary, existing facility shall stand)

13. Approval for Designation of Attorney (Contract for Services in force)  
Attorney Joel Seachrist
14. Mutual Aid Program for Highway Projects and Maintenance remains in force.
15. Permission for Highway Superintendent to attend highway school in June and fall Conference in September - Both are budgeted items.
16. Permission for Town Clerk to attend annual Town Clerks Conference in April/May, Budgeted item.
17. Permission for the Tax Collector to attend annual Tax Collector's Conference in June, Budgeted item
18. Permission for elected officials to attend necessary seminars.
19. Assessing Services Agreement for 2016 with Town of Busti.
20. Supervisor's Committee Appointments

### **COMMITTEES FOR 2015**

1. Assessment and Code:  
Chair – Ken Burnett                      Member-Scott Cummings  
Associates-Kim Meleen, Jeff Paddock, Troy Smith, Elizabeth Steinbach
  2. Public Works and Buildings:  
Chair-Tom Carlson                      Member-Dave Ward  
Associates-Tim Wendell, Shannon Raynor, Bob Evans, Don Emhardt
  3. Human Resources:  
Chair –Scott Cummings              Member-Tom Carlson  
Associates-Rebecca Luba, Kim Meleen, Tim Wendell, Justin Johnson
  4. Town Clerk and Justice Court:  
Chair-Dave Ward                      Member-Ken Burnett  
Associates-Rebecca Luba, Fairlee Fischer, Sue Williams
21. Authorize Supervisor to sign Budget Agreements
  22. Agreement to spend Highway Funds.
  23. Approval of Code/Zoning Fees

## **2016 Building Permit Fee Schedule Town of Chautauqua**

### **Residential Building Permit Fees:**

<b>New Construction (Valid 1 Yr)</b>	<b>\$0.10 sq. foot</b>
<b>Additions/Alterations</b>	<b>\$75.00 Flat Fee</b>
<b>Other Permits</b>	<b>\$50.00 Flat Fee</b>
Repair/Retrofit, Sheds, Roofs, Decks/Porches, Signs, pools and fences	
<b>Utility Permit- Electrical, HVAC, Plumbing, Solid Fuel</b>	<b>\$50.00 Flat Fee</b>
<b>Demolition Permit</b>	<b>\$50.00 flat Fee</b>
<b>Renewals/Extensions</b>	<b>\$50.00 Flat Fee</b>
-Length of Extension determined by Code Officer Max. of 1 year	

### **Commercial Building Permit Fees:**

<b>New Construction (Valid 1 Yr)</b>	<b>\$0.20 sq. foot</b>
<b>Additions/Alterations</b>	<b>\$75.00 Flat Fee</b>

<b>Other Permits</b>	<b>\$50.00 Flat Fee</b>
Repair/Retrofit, Sheds, Roofs, Decks/Porches, Signs, pools and fences	
<b>Utility Permit- Electrical, HVAC, Plumbing, Solid Fuel</b>	<b>\$50.00 Flat Fee</b>
<b>Demolition Permit</b>	<b>\$50.00 flat Fee</b>
<b>Renewals/Extensions</b>	<b>\$50.00 Flat Fee</b>
-Length of Extension determined by Code Officer Max. of 1 year	

**Zoning Fees:**

<b>Variance, Special Use, SUP, etc.</b>	<b>\$75.00 Flat Fee</b>
<b>Home Occupation Permit: One Time Fee</b>	<b>\$50.00 Flat Fee</b>
<b>Zoning Compliance Review</b>	<b>\$25.00 Flat Fee</b>

**Penalties:**

<b>Working w/out Permit-</b>	<u>Owner</u>	<b>\$100.00 Fine**</b>
	<u>Contractor</u>	<b>\$200.00 Fine**</b>

**NO CHARGE** for permits issued due to Catastrophic Conditions if applied for within 2 years

24. Mileage Rate of .54 cents per mile (Federal Standard Mileage Rate)

25. Workplace Violence Policy Review

**Motion** made by Councilman Thomas Carlson to approve organizational items numbered 1-25 as presented to the board.

**Second:** Councilman Kenneth Burnett

**Vote:** Supervisor Donald Emhardt – Aye  
 Councilman Dave Ward – Aye  
 Councilman Thomas Carlson – Aye  
 Councilman Kenneth Burnett – Aye  
 Councilman Scott Cummings – Aye

**Carried**

The Board reviewed and discussed the feasibility of upgrading Sewer District 1 or merging it with the North Chautauqua Lake Sewer Districts. By retrofitting the current district, costs would be more than what is currently allowed by the New York State Comptroller’s office for Town Sewer construction. There is currently an opportunity for 0% financing for 30 years in addition to grants if the District was to merge. This would make the cost more affordable but would still be above the Comptroller’s allowable limit. By adding the 93+/- customers between the Chautauqua Heights Sewer Plant and the current end of the North Chautauqua Lake Sewer District the total cost would come in below the Comptroller’s threshold. The Board will continue to research and gather information.

The Board also discussed new windows for the Town offices. Current windows are in need of replacement to increase energy efficiency within the building.

**Second:** Councilman Dave Ward

**Vote:** Supervisor Donald Emhardt – Aye  
 Councilman Thomas Carlson – Aye  
 Councilman Dave Ward – Aye  
 Councilman Kenneth Burnet – Aye  
 Councilman Scott Cummings – Aye

**Carried**

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Rebecca Luba, RMC  
 Town Clerk