

**KENDALL TOWN BOARD
2022 ORGANIZATIONAL MEETING
KENDALL TOWN BOARD
Tuesday, January 4, 2022, 7:00 p.m.
Kendall Town Hall – 1873 Kendall Road, Kendall, New York 14476**

RESOLUTIONS

RESOLUTION 3-0121 REAPPOINTING PATRICIA PFISTER TO THE TOWN OF KENDALL PLANNING BOARD

Be it resolved to reappoint Patricia Pfister to the Town of Kendall Planning Board, to serve a five year term, expiring on December 31, 2025.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilman Jennings made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 4-0121 REAPPOINTING ANDREW KLUDT AS CHAIRMAN OF THE PLANNING BOARD

Be it resolved to reappoint Andrew Kludt as Chairman of the Planning Board for the Town of Kendall for the year 2021.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilman Martin made the following motion, which was seconded by Councilwoman Szozda:

RESOLUTION 5-0121 REAPPOINTING FLETCHER ROWLEY AND DANIEL MATTLE TO THE TOWN OF KENDALL ZONING BOARD OF APPEALS

Be it hereby resolved, to reappoint Fletcher Rowley to the Zoning Board of Appeals of the Town of Kendall to serve a three year term, expiring on December 31, 2023, and to reappoint Daniel Mattle to the Zoning Board of Appeals of the Town of Kendall to serve a five year term, expiring on December 31, 2025.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilwoman Szozda made the following motion, which was seconded by Councilman Martin:

RESOLUTION 6-0121 REAPPOINTING PATRICK BOLTON AS CHAIRMAN OF THE ZONING BOARD OF APPEALS

Be it resolved to reappoint Patrick Bolton as Chairman of the Zoning Board of Appeals for the Town of Kendall for the year 2021.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilwoman Flow made the following motion, which was seconded by Councilman Martin:

RESOLUTION 7-0121 REAPPOINTING MICHELLE WERTH AS DIRECTOR OF YOUTH AND ADULT RECREATION

Be it resolved to reappoint Michelle Werth as Director of Youth and Adult Recreation for the Town of Kendall for the year 2021.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilman Jennings made the following motion, which was seconded by Councilman Martin:

RESOLUTION 8-0121 REAPPOINTING FRED CONRADT AS ADULT RECREATION REPRESENTATIVE

Be it resolved to reappoint Fred Conradt as Adult Recreation Representative for the Town of Kendall for the year 2021.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilman Martin made the following motion, which was seconded by Councilwoman Szozda:

RESOLUTION 9-0121 REAPPOINTING AMY RICHARDSON AS WATER COLLECTIONS CLERK

Be it resolved to reappoint Amy Richardson as Water Collections Clerk (PT) to collect, record, and turn over monies collected for water usage by Water District 6 consumers for the year 2021.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilwoman Szozda made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 10-0121 REAPPOINTING STEVEN GIVERSON AS CUSTODIAN FOR BEECHWOOD CEMETERY

Be it resolved to reappoint Stephen Giverson as Custodian for Beechwood Cemetery for the Town of Kendall at an annual salary of \$ 600.00 for the year 2021.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilwoman Flow made the following motion, which was seconded by Councilman Martin:

RESOLUTION 11-0121 APPOINTING STEVEN GIVERSON AS CUSTODIAN FOR GREENWOOD CEMETERY

Be it resolved to appoint Steven Giverson as Custodian for Greenwood Cemetery for the Town of Kendall at an annual salary of \$ 600.00 for the year 2021.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilman Jennings made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 12-0121 REAPPOINTING DAVID STRASENBURGH AS CUSTODIAN FOR MORTON UNION CEMETERY

Be it resolved to appoint David Strassenburgh as custodian for Morton Union Cemetery, at a salary of \$500.00 for the year 2021.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilman Martin made the following motion, which was seconded by Councilwoman Szozda:

RESOLUTION 13-0121 REAPPOINTING JESSICA MAIER AS COURT CLERK

Be it resolved to reappoint Jessica Maier as Court Clerk for the Town of Kendall for the year 2021.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilwoman Szozda made the following motion, which was seconded by Councilman Jennings:

RESOLUTION 14-0121 REAPPOINTING NORM ST. JOHN AS BOOKKEEPER

Be it hereby RESOLVED to reappoint Norm St. John of 1203 Redman Road, Hamlin, New York, as bookkeeper for the year 2021 with a salary to a maximum of \$6,700.00. In addition, Tim Hungerford of Hungerford Vinton will remain as a consultant, on an as needed basis for 2021, at an hourly rate of \$75.00, not to exceed \$1,600.00.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilwoman Flow made the following motion, which was seconded by Councilman Martin:

RESOLUTION 15-0121 REAPPOINTING EILEEN GRAH AS TOWN OF KENDALL LIBRARIAN

Be it resolved to reappoint Eileen Grah as the Town of Kendall Librarian for the year 2021.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilman Jennings made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 16-0121 REAPPOINTING PAUL HENNEKEY AS CODE ENFORCEMENT OFFICER

Be it resolved to reappoint Paul Hennekey as the Code Enforcement Officer for the Town of Kendall for the year 2021.

Supervisor Cammarata called for a vote, which resulted in all ayes, and declared the motion carried.

Councilman Martin made the following motion, which was seconded by Councilwoman Szozda:

RESOLUTION 17-0121 REAPPOINTING DANIEL STRONG AS DEPUTY CODE ENFORCEMENT OFFICER

Be it resolved to reappoint Daniel Strong as the Deputy Code Enforcement Officer for the Town of Kendall through the year 2021.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 18-0121 REAPPOINTING KEN SPOHR TO THE POSITION OF BUILDING MAINTENANCE WORKER

Be it resolved to reappoint Ken Spohr to the position of Building Maintenance Worker for the year 2021, at an hourly wage of \$13.00.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 19-0121 DRUG AND ALCOHOL TESTING BY OCCU-STAR OF WESTERN NEW YORK

Be it resolved that the Superintendent of Highways is authorized to sign an agreement for the year 2021 with Occu-Star of Western New York for the Town of Kendall's CDL Drug and Alcohol testing.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 20-0121 NAMING THE BANK OF DEPOSIT AS FIVE STAR BANK

Be it resolved that Five Star Bank is designated as the bank of deposit for the Town of Kendall for the year 2021.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 21-0121 DEPOSIT OF SURPLUS MONEY

Be it resolved that the Supervisor is authorized to deposit surplus monies in time deposit accounts where the greatest amount of interest can be secured in 2021.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 22-0121 CONTRACTUAL BILLS AND INVOICES WITH DISCOUNT

Be it resolved that in 2021, the Supervisor is authorized to pay all contractual bills and all invoices offering a discount, upon approval of the Department Head, and with proper vouchering procedure.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 23-0121 DELEGATION OF AUTHORITY TO SUPERVISOR

WHEREAS, the Town of Kendall must function between regular town board meetings and...

WHEREAS, Town Law, Section 29(16) specifically provides for the delegation of the power and duties of administration and supervision to the Supervisor and...

WHEREAS, it is understood that by such delegation **the Town Board may not abdicate to the Supervisor or surrender to him the Board's basic statutory responsibilities...**

Now be it hereby RESOLVED, that the Town Board of the Town of Kendall hereby authorizes and delegates to the Town Supervisor powers and duties of day to day administration and supervision of all Town and Special District Facilities and employees, consistent with and in furtherance of any and all State and Federal laws applicable thereto, and with any and all local laws, resolutions, or policies hereto or hereafter adopted by this Town Board.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 24-0121 NAMING THE OFFICIAL NEWSPAPER

Be it resolved that the **Hamlin-Clarkson Herald (Westside News)** is designated as the official newspaper for the Town of Kendall for the year 2021.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 25-0121 ESTABLISHING THE REGULAR BOARD MEETING SCHEDULE

Be it resolved that regular meetings of the Town Board of the Town of Kendall be held at the Kendall Town Hall, 1873 Kendall Road, on the third Tuesday of each month at 7:00 p.m.

Be it further resolved that the Town Clerk is directed to place a notice in the official newspaper to notify the public about the regular board meeting schedule.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 26-0121 ESTABLISHING REGULARLY SCHEDULED CONFERENCE SESSIONS (WORKSHOPS)

WHEREAS, it is desired to provide opportunity for sufficient board member and public comment to define and develop the knowledge of, and content for, board resolutions in advance of regularly scheduled Town Board meetings and to advance strategy and responsibilities for Town Board courses of action, and to properly audit all claims for payment...

Now be it hereby **RESOLVED** that the Town Board of the Town of Kendall establishes and provides for regularly scheduled work sessions to occur on the first Tuesday of each month at 7:00 p.m., and on the Saturday preceding the third Tuesday of each month at 9:00 a.m., and on each Monday evening from 7:00 to 9:00 p.m., excluding holidays.

Be it further resolved that the Town Clerk is directed to place a notice in the Official Newspaper to notify the public about the regularly scheduled conference session (workshop) schedule.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 27-0121 SETTING 2021 SALARY SCHEDULE

Be it resolved, to adopt this salary schedule for 2021:

TOWN OF KENDALL 2021 SALARY SCHEDULE

Supervisor \$8,400
Budget Officer \$1,600
Deputy Supervisor \$300
Councilperson (4) \$3,250
Justice 1 \$8,000
Justice 2 \$7,140
Court Clerk \$6,000
Assessor \$48,000 (shared with Town of Carlton)
Board of Assessment Review (4) \$130 each
Town Clerk \$30,250
Registrar of Vital Statistics \$500
Code Enforcement Officer \$12,240

Deputy Code Enforcement Officer \$8,400
Superintendent of Highways \$56,250
Historian \$1,200
Youth Recreation Director \$8,500
Adult Recreation Director \$900
Zoning Board of Appeals Chairman \$1,040
Zoning Board of Appeals Members (4) \$840 each
Planning Board Chairman \$1,450
Planning Board Member (4) \$875 each
Orleans County Planning Board Member \$110
Election Inspectors \$14.00 per hour
Training Class \$30.00 per session

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 28-0121 2021 HIGHWAY WAGE SCHEDULE AND WORK AGREEMENT

Be it resolved that the following Salary Schedule and Work Agreement for the Highway Department be adopted for the year 2021 as submitted by Superintendent of Highways Warren Kruger:

TOWN OF KENDALL HIGHWAY DEPARTMENT WAGE SCHEDULE AND WORK AGREEMENT FOR 2021

Full Time Motor Equipment Operators (MEO) - from federal minimum wage up to \$21.92 per hour

Part Time Motor Equipment Operators (MEO-PT) - from Federal minimum wage up to \$18.00 per hour

Full Time Laborer - from Federal minimum wage up to \$13.50 per hour

Part Time Laborer- from Federal minimum wage up to \$13.25 per hour

Employees are to be paid biweekly for an 80 hour pay period. Time and one half (1-1/2) wages will be paid for overtime beyond forty (40) hours worked in each week.

Employees will be provided work clothes up to \$300.00 per year through a uniform service or reimbursement for employee purchases with documented receipts. The Town does not reimburse for sales tax paid.

Following completion of a two (2) month probation period, sick time benefits will be paid to full-time employees as follows:

- 1st year of employment up to five (5) days paid
- 2nd year of employment up to ten (10) days paid
- 3rd year of employment up to fifteen (15) days paid
- 4th year of employment up to twenty (20) days paid
- 5th year of employment up to twenty five (25) days paid

Beyond five (5) years: one (1) additional day per month worked, up to a maximum of one hundred eighty (180) days paid.

A certificate from the employee's physician will be required after being sick for three (3) consecutive days for benefits to be paid.

Sick pay accumulation will NOT be paid out at retirement or termination.

Vacation time benefits will be paid to full time employees as follows and may NOT be carried over or accumulated in subsequent years. The Highway Superintendent may deny specific dates for vacation because of workload requirements.

Vacation time benefits as follows:

1st year of employment - one (1) paid day of vacation for each month worked after completing a two (2) month probation period, (maximum 10 days)

2nd -10th year of employment - ten (10) days paid vacation

After ten (10) years of employment - fifteen (15) days paid vacation

Holidays will be paid for Full Time Employees as follows:

New Year's Day, Dr. Martin Luther King Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Election Day, Veterans' Day, Thanksgiving Day, and Christmas Day. Saturday holidays will be observed on the Friday preceding the holiday and Sunday holidays will be observed on the Monday following the holiday.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 29-0121 AUTHORIZING ENGAGEMENT LETTER WITH AUDITORS ALLIED CPAs, P.C.

BE IT RESOLVED that the Supervisor is authorized to sign an engagement letter with **ALLIED CPAs, P.C.** to have a Government Audit and a Justice Audit for the Town of Kendall conducted for the year ended December 31, 2020 in accordance with U.S. generally accepted

auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996; and provisions of OMB Circular A-133, and provisions of, and other procedures considered necessary to **ALLIED CPAs, P.C.**

ALSO RESOLVED, that said audits will be performed for a combined fee of \$6,600.00. Results of said audits will be available for the Town of Kendall on or about April 1, 2021. Justice audits will be available on or about August 1, 2021.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 30-0121 AUTHORIZING THE FILING OF A BLANKET UNDERTAKING

Be it resolved that the Kendall Town Board authorizes the filing of a blanket bond to indemnify all officers required to file an undertaking. It is further resolved that a certified copy of this resolution authorizing the blanket bond will be attached to the bond and filed in the County Clerk's office.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 31-0121 TO REVISE THE PER DIEM RATE FOR TOWN BUSINESS

WHEREAS, the Per Diem Rate for Town Business Policy has been created by Town Board Resolution 28-109 and...

WHEREAS, Resolution 32-0120 established \$0.575 per mile as the reimbursement rate for Town of Kendall Officials for mileage expenses while on town business during 2020, and ...

WHEREAS, after review of this policy by the Town Board, the following changes are recommended and designed to harmonize the Per Diem Rate for Town Business Policy with the establishment of the 2021 mileage rate,

Now, therefore, be it **RESOLVED** to make the following changes to the Per Diem Rate for Town Business Policy:

Change Item 4 from *“Transportation – The Internal Revenue Service has set mileage reimbursement for the year 2020 at the rate of \$0.575 per mile.”*

to now read *“Transportation – the Internal Revenue Service has set mileage reimbursement for the year 2021 at the rate of \$0.56 per mile.”*

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 32-0121 REQUIRING DEPARTMENT HEADS, BOARD CHAIRS, AND THE ENGINEER FOR THE TOWN TO OBTAIN ADVICE AND CONSENT OF THE SUPERVISOR TO ENGAGE THE ATTORNEY FOR THE TOWN

Be it resolved that Department Heads, Board Chairs, and the Engineer for the Town shall obtain advice and consent of the Town Supervisor, or in his absence, the Deputy Town Supervisor, to engage the Attorney for the Town.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 33-0121 APPOINTING ANTHONY CAMMARATA AS THE FAIR HOUSING OFFICER

Be it resolved that the Town Board appoints Anthony Cammarata to serve as the Fair Housing Officer for the Town of Kendall for 2021. This will be properly publicized.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 34-0121 APPOINTING LABELLA ASSOCIATES AS THE ENGINEERING FIRM FOR THE TOWN

Be it resolved that the Town Board appoints LaBella Associates, DPC, at 300 State Street, Rochester, New York 14614, as the engineering firm for the year 2021 for the Town of Kendall, New York.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 35-0121 PAYCHEX AS PAYROLL SERVICE

Be it resolved that the Town Board of the Town of Kendall authorizes Supervisor Cammarata to execute an agreement with Paychex for payroll services for the year 2021, at a cost not to exceed two thousand two hundred dollars, (\$2,200.00) and subject to attorney approval as to form, content and legal compliance.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 36-0121 AGREEMENT WITH THE ORLEANS COUNTY OFFICE OF THE AGING FOR 2021

Be it resolved that the Town Board of the Town of Kendall authorizes Supervisor Cammarata to negotiate and execute an in kind agreement with the Orleans County Office of the Aging for use of building space in the Kendall Town Hall for the Orleans County Office of the Aging's Elderly

Nutrition Program for 2021, subject to attorney approval as to form, content and legal compliance.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 37-0121 COMPUTER/IT AGREEMENT

WHEREAS, the Town of Kendall is in need of certain computer and IT services and support on an ongoing basis, therefore, be it

RESOLVED, that the Supervisor is authorized to sign an agreement with C&H PC for the provision of such services for 2021, subject to review and approval by the Attorney for the Town as to form and content.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 38-0121 REAPPOINTMENT TO THE KENDALL MEDICAL OVERSIGHT BOARD

Be it resolved to re-appoint Robert Slocum to the Kendall Medical Office Oversight Board, for a four year term, with such term expiring on December 31, 2024.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 39-0121 AUTHORIZING AGREEMENT WITH FISCAL ADVISORS

Be it hereby resolved to authorize Supervisor Cammarata to sign an agreement with Fiscal Advisors & Marketing, Inc., for the purpose of undertaking a review of bond anticipation notes for the Town's NYS REDI projects and any other BANs which may be necessary in 2021. This is subject to review and approval by the Attorney for the Town as to form and content.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 40-0121 ACCEPTING THE RESIGNATION OF THE ASSESSOR

Whereas, The Town Clerk has received Mr. Massey's letter of resignation/retirement as Sole Assessor to the Town of Kendall, which was effective as of December 31, 2020, and

Whereas the Kendall Town Board appreciates and thanks him for his contributions while serving as assessor, so be it Resolved to accept the resignation of Mr. Massey.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 41-0121 APPOINTMENT OF ASSESSOR

BE IT RESOLVED, to appoint Lisa Ames as sole Assessor for the Town of Kendall, to complete the six year term left vacant by A. Eugene Massey's resignation. The term will expire September 30, 2025.

Councilman Martin made the following motion, which was seconded by Councilwoman Flow:

RESOLUTION 42-0121 APPOINTING A. EUGENE MASSEY AS ASSISTANT TO THE ASSESSOR

Be it resolved to appoint A. Eugene Massey as Assistant to the Assessor for the year 2021, at an hourly wage of \$ 30.00.

SUPERVISOR APPOINTMENTS FOR 2021

Budget Officer: Anthony Cammarata

Deputy Supervisor: M. Lynn Szozda

Historian: Kim Corcoran

KENDALL TOWN BOARD STANDING COMMITTEES FOR THE YEAR 2019

Public Safety/Emergency Services & Occupational Safety Includes liaison with Fire Dept., Law Enforcement, Code Enforcement, OCHD, NYDEC, workplace and property safety for all locations and activities of the Town of Kendall. Chair Martin; Alternate: Flow; Dept. Head: Kruger

Highway Includes TOK Highway Dept., Orleans Co. Highway Dept., and NYSDOT. Chair: Martin; Alternates: Flow; Dept. Head: Kruger

Buildings & Grounds Includes the maintenance and upkeep of all town buildings, property and cemeteries. Chair: Martin; Alternate: Flow; Dept. Head: Kruger

Planning, Zoning and Agriculture Chair: Newell; Alternate: Szozda; Dept. Heads: Kludt , Bolton

Community Relations Liaison with schools, churches, medical office, and service clubs. Chair: Flow; Alternate: Szozda, Dept. Head: Richardson

Finance, Taxes and Special Districts: Chair: Cammarata, Alternate: Szozda

Information Services including computer systems, record management, copy equipment, document format, telephone system. Chair: Flow; Alternate: Newell; Dept. Head: Richardson

Employee Benefits Chair: Szozda, Alternate: Flow

Culture & Recreation Youth Programs, Adult Recreation, Library, History, Celebrations.
Chair:

Flow, Alternate: Szozda, Dept. Heads: Werth, Grah, Corcoran, Richardson

Human Resources & Ethics Including but not limited to Drug & Alcohol Testing, Substance Abuse, Related Counseling & Rehabilitation, Discrimination, Work Place Behavior, Conflicts in the Workplace, and Conflicts of Interest. Chair: Szozda