

JANUARY 2, 2020 ORGANIZATIONAL MEETING
WEB SITE <http://macedontown.net>

The Organizational Meeting of the Town Board of the Town of Macedon held January 2, 2020 at the Town Complex, 32 Main Street, in the Town of Macedon, and via the internet at 59275 Overseas Highway, Marathon Florida was called to order by Acting Supervisor Sandy Pagano at 5:30 p.m.

Pledge of Allegiance.

Upon Roll Call, the following members of the Board were

Present:

Councilperson	David McEwen
Councilperson	David Maul
Councilperson	Bruce Babcock
Councilperson	Kim Leonard
Supervisor	Sandy Pagano (acting)

Absent:

Also Present:

Highway Superintendent	Christopher Countryman
Deputy Town Clerk	Kristen Ferguson
Police Chief	John Colella
Town Clerk	Karrie Bowers
Town Engineer	Scott Allen

RESOLUTION NO. 1 (2020) SUPERVISOR VACANCY

BE IT RESOLVED that the Town Board of the Town of Macedon, by reason of the recent death of Paul Kenyon, who was elected to a four year term as Supervisor of the Town commencing January 1, 2020, hereby declares and notices a vacancy in the office of Supervisor of the Town of Macedon for a term commencing on January 1, 2020 and ending on December 31, 2024.

MOTION BY MAUL, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, PAGANO AYE MOTION CARRIED

RESOLUTION NO. 2 (2020) APPOINTMENT OF SUPERVISOR

BE IT RESOLVED that by reason of the appointment of Councilperson Kim Leonard to fill the vacancy in the office of Supervisor of the Town of Macedon and the law of New York prohibiting one person from holding two elective positions in the Town of Macedon, the Town of Macedon hereby declares a vacancy in the office of Town Councilman for a term commencing January 1, 2020 and ending on December 31, 2020.

MOTION BY MAUL, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD ABSTAIN PAGANO AYE, MOTION CARRIED

RESOLUTION NO. 3 (2020) STANDING RULES OF THE BOARD

RESOLVED that the proposed Standing Rules submitted to this Board and this day presented for action, be and hereby are adopted as the Standing Rules of the Board until rescinded, subject to amendments thereafter duly adopted.

RULES OF ORDER

1	Regular Meetings
Regular meetings, typically beginning at 7:30 p.m., will be held according to schedule approved at the Organizational Meeting.	
2	Special Meetings
Special meetings will be held at the call of the Supervisor, or upon request of two or more voting Town Board Members.	
3	Place of Meetings
Unless otherwise noted, all meetings will be held in the Town Hall.	
4	Quorum
Members convening, including by means of video conferencing, possessing more than 50% of the board's total voting power, shall constitute a quorum for the transaction of business. If a quorum is not convened within 45 minutes after the time set for a meeting, the members shall adjourn. Council must notify the Supervisor prior to any absence.	
5	Presence of Legal Counsel
Unless excused by the Supervisor or Acting Chair, Legal Counsel shall be present during all meetings.	
6	Acting Chair
In the absence of the Supervisor, the Deputy Supervisor or other designee will preside.	
7	Order of Business
<ol style="list-style-type: none"> 1. Call to order 2. Pledge of Allegiance 3. Roll Call 4. Approval of prior minutes 5. Reports from Departments, Committees, Boards 6. Correspondence, Public Comment 7. Old Business 8. New Business 9. Approval of bills 10. Adjournment 	
8	Roll Call
On Roll Call, the Town Clerk shall record by name, each member present	

or absent. Further, the clerk shall record the subsequent arrival or departure of any board member during the course of each meeting	
9	Approval of Previous Minutes
Minutes of any previous meeting will not be read aloud, unless requested by any Town Board member, but will be subject to approval by motion, second and vote.	
10	Payment of Claims
On the first & second regular meetings of each month, the Town Clerk will present to the Board all claims to be audited and coded by fund. Each member of the Board will review all claims. By motion, second and vote, the board will authorize the Town Clerk to issue a warrant to the Supervisor for payment of the aggregate abstract.	
11	Visitors
At all regular meetings, comments from visitors will be permitted during the appropriate order of the meeting, and otherwise as permitted by the Supervisor or majority of the Board.	
12	Communications
All communications to the Board not included as another agenda item, may be read to the Board by the Town Clerk or Supervisor.	
13	Reports
Reports from Departments, Committees, Boards and Commissions may be presented to the Town Board for review at each regular meeting according to their individual publication schedules.	
14	Resolutions & Motions
<p>All business will be acted upon in the form of resolutions, which must be brought by motion and second before discussion.</p> <p>A resolution may be withdrawn before action is taken, by an agreement of the members who motioned and seconded the resolution.</p>	
15	Agenda
The Supervisor shall prepare a	

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	statement of the order of business for each meeting. Submission deadline (for topics to be heard at the next scheduled board meeting) shall be the close of business on the Wednesday of the preceding week. The agenda shall be posted on the town website no later than three calendar days prior to the meeting.
16	Amendments to the Rules
	These rules of order shall be amended only by majority vote of the Board and only after ten days notice, which notice shall be in writing and be filed with the Clerk and shall specify the particulars of such proposed amendments.
17	Suspension of Rules
	Any rule may be suspended by the <i>unanimous</i> consent of the members present, but the suspension of such rule shall apply only to those matters which shall be before the Board <i>at the time of such suspension</i> .
18	Voting Requirement
	Every member present when a motion is stated shall vote thereon, unless he is directly interested in the motion, in which case, if he chooses, he may abstain from voting. Each member who abstains may make a brief verbal statement of the reason.
19	Tabling a Motion
	A motion to adopt a resolution is normally followed by a second and a vote. Instead, that pending motion may be <i>tabled</i> (or <i>placed on the table</i>), which causes the suspension of consideration of that motion. That tabled motion may subsequently be <i>un-tabled</i> (or <i>taken off the table</i>) to resume consideration. Either tabling or un-tabling a motion requires a second and a majority vote of the Board.
20	Postponing a Motion
	A motion to adopt a resolution is normally followed by a second and a vote. Instead, that pending motion may be <i>postponed</i> to a specific date or time, provided that the delay does not make the motion moot. Postponing a motion requires a second and a majority vote of the Board.
21	Speaking
	(a) While a member is speaking, no

	other member shall entertain any private discourse. (b) Persons not members of the Board may (by consent of the Supervisor or majority of the Board) be permitted to speak in regard to matters pending before the Board.
22	Required Ayes and Nays
	The ayes and nays shall be taken by vote on any resolution appropriating or disbursing monies, confirming reports of committees, making appointments, and upon any other motion or resolution when demanded by any member of the Board or indicated on the written resolution.
23	Order of Voting
	The order of voting shall be either alphabetical, or reverse alphabetical, with the exception of the Supervisor, who shall always vote last.
24	Special Committees
	Special Committees may be authorized at any legal meeting of the Board. They shall, unless otherwise ordered or directed by a majority of the Board, be appointed by the Supervisor subject to confirmation by the Board. The period of time that a special committee appointment shall remain in effect shall be designated when the committee is created.
25	Executive Session
	On motion of any member, duly seconded and carried by a majority vote, the Board shall go into executive session, presided over by the Supervisor during which time legally permitted matters may be discussed and debated, but no action may be taken thereon by motion or resolution, except as permitted by law. Only voting members of the Board shall participate in the executive session and such other persons may be invited into the session as may be necessary.
26	Minutes
	The minutes of the Board shall be produced by the Town Clerk on or before the next regular meeting of the Board. The minutes (in their unapproved form) shall be delivered to the town website as soon as practical.

27	Expenditure of Town Funds
Any expenditures not specifically identified in the Town Budget are <i>not authorized</i> until and unless pre-approved by the Town Supervisor.	
28	Other Questions
All questions not covered by the rules shall be decided according to the generally prevailing rules of parliamentary procedure.	

MOTION BY MAUL, SECONDED BY MCEWEN
 ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 4 (2020) EMPLOYMENT POLICY

BE IT RESOLVED that the following Employment Policy adopted by the Town of Macedon August 26, 1993 remains in effect.

1. No person shall be hired, transferred, promoted, or continue in a Town position that would create a supervisor/subordinate relationship between relatives and or intimate partners.
2. For the purposes of this policy, the term "relatives" shall be defined to include a spouse, parent, step parent, son, daughter, step son, step daughter, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law or son-in-law, . The term intimate partner shall be defined as emotional connectedness, regular contact, ongoing physical contact and/or sexual behavior, identity as a couple, familiarity and knowledge about each other's lives.

MOTION BY MAUL, SECONDED BY BABCOCK
 ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 5 (2020) DRUG FREE WORK PLACE POLICY

The Town Board at the Town of Macedon does not permit the consumption, sharing and/or selling, use and/or possession of illegal drugs, counterfeit, and designer drugs or alcoholic beverages in the work place, or when the effects of such drugs may impair an employee's job performance. The inappropriate use of prescription and over the counter drugs shall also be disallowed. The Town Board shall maintain a drug free work place in accordance with the Drug Free Work Place Act of 1985.

The Town Supervisor or her designee shall establish a drug free awareness program informing employees of the dangers of drug abuse in the work place and established policy maintaining a drug free work place. Information about any drug and alcohol counseling and/or rehabilitation about any drug and alcohol counseling and/or rehabilitation programs shall be made available to employees. Data will also include the range of penalties, consistent with local, state, and federal law, up to and including termination of employment and referral for prosecution that will be imposed on employees who have transgressed the terms of this policy. Confidentiality shall be maintained as required by state and federal law.

Each employee shall be given a copy of this policy and annually acknowledge receipt of said policy. The work place is defined as any site on town property, at town-sponsored activities, or any place in which an employee is working within the scope of his or her employment or duties. Each employee, as a condition of employment, shall agree to abide by the terms of this policy

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and shall also notify the Town Supervisor or his designee of any criminal drug statute convictions for a violation occurring in the work place within five (5) days of such conviction. The Town Board may choose to initiate disciplinary action against any employee violating this policy. Options at the discretion of the Town Board may range from counseling to termination and may require the employee's satisfactory participation in an approved drug abuse assistance or rehabilitation program.

The Town Supervisor shall notify the New York State Emergency Management Office in writing within (10) calendar days after receiving notice from an employee or otherwise receiving actual notice of such conviction. Such notice shall include the position/title of the employee and the federal identification number at the Town of Macedon

MOTION BY MAUL, SECONDED BY MCEWEN

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 6 (2020) ABSENCES REPORTED

RESOLVED that all Department Heads will be responsible for their employees regarding any and all absences and be it further

RESOLVED that ALL DEPARTMENT HEADS will report their absences directly to the Supervisor's Office by 9:15 a.m. and be it further

RESOLVED the Board hereby directs the Supervisor or his designee to develop appropriate time keeping forms to be used as a record of vacation and sick leave time and be it further

RESOLVED that the Board requests all employees submit vacation requests to their department head at least 30 days prior to the request.

MOTION BY MAUL, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 7 (2020) OVERTIME AUTHORIZATION

BE IT RESOLVED that the following individuals as Town Officials or Budget Directors are entitled to authorize overtime to employees who have engaged in authorized work beyond the normally scheduled work period. Overtime pay is defined by any hours or parts of hours worked and are to be compensated at a rate either determined by collective bargaining agreement or by statute:

Kim Leonard, Supervisor

John Colella, Police Chief, Macedon Police Department

Christopher Countryman, Highway Superintendent

BE IT FURTHER RESOLVED that the above named individuals are not authorized to exceed the budget allocation designated for overtime without prior approval of the Town Board unless an emergency or contingency occurs necessitating such overtime. Should this happen the above named individuals should make every effort to inform the Board and the Supervisor as soon as practicable.

MOTION BY MAUL, SECONDED BY MCEWEN

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 8 (2020) 2020 DESIGNATIONS

RESOLVED that the following designations are approved:

1. Legal Newspaper – Times of Wayne County
2. Bank Depositories – JP Morgan Chase, Lyons National Bank, Genesee Regional Bank, Community and M&T Bank.
3. Supervisor authorized to deposit Town funds in Certificate of Deposit and money market

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4. Town Board Meetings to be held on the 2nd and 4th Thursdays @ 7:30 p.m. except as amended
5. Mileage paid to Town employees on official Town business at \$.58 per mile or per IRS rate
6. Highway Superintendent authorized to purchase tools, tires and equipment at a price not to exceed \$3,000.
7. Supervisor authorized to make application to NYS Division for Youth.
8. Town Clerk is directed to make a master schedule for the year 2020 (per attachment)
9. Set a regular 40-hour week for Highway employees and time and a half for over 40 hours. Individual rates to be determined by Highway Superintendent and approved by Town Board.

All Town Offices will be open:

January – Dec. Monday - Friday 9 a.m. – 4:30 p.m.

10. In the designation of full time and part time the Town will adhere to Civil Service Rules.
11. The following days will be 14 paid holidays for full time and year round part-time Town employees:

New Years Day	Wednesday	January 1, 2020
Martin Luther King Day	Monday	January 20, 2020
President's Day	Monday	February 17, 2020
Memorial Day	Monday	May 25, 2020
Independence Day	Friday	July 3, 2020
Labor Day	Monday	September 7, 2020
Columbus Day	Monday	October 12, 2020
Election Day	Tuesday	November 3, 2020
Veterans Day	Wednesday	November 11, 2020
Thanksgiving Day	Thursday	November 26, 2020
Thanksgiving Day After	Friday	November 27, 2020
Christmas Eve	Thursday	December 24, 2020
Christmas Day	Friday	December 25, 2020
New Years Eve Day	Thursday	December 31, 2020

12. No appointment shall be made to fill a new or vacant position of employment, including any new position established in the 2020 Town budget, without prior authorization by the Town Board with the exception of Highway Employees hired by the Highway Superintendent, Deputy Town Clerks hired by the Town Clerk, and Deputy Supervisor, Clerk to the Supervisor & Historian hired by the Supervisor.
13. The Town Board recognizes MPA, INC. (Macedon Police Association Inc.) as the bargaining unit of the police officers.

MOTION BY MAUL, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 9 (2020) BLANKET PROTECTION BOND

WHEREAS the Town of Macedon has procured a Public Employees Blanket Protection Bond issued by National Grange Mutual providing faithful performance blanket position bond coverage for all Town officers and employees with a limit of \$25,000 per officer or employee, the tax collector at the level of \$500,000, the Library Director at \$70,000 and the water/sewer collecting clerk at \$150,000, now therefore be it

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RESOLVED, that the Town Board of Macedon hereby approves such bond as to its form, manner of execution and sufficiency of the surety and accepts said bond in lieu of any individual official undertaking required by law for any Town officer or employee.

MOTION BY MAUL, SECONDED BY MCEWEN

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 10 (2020) INVESTMENT POLICY ESTABLISHED

WHEREAS it is a requirement of the New York State Department of Audit and Control for governing boards to establish an investment policy to provide a means for communicating intentions and to facilitate adequate accounting and administrative control over execution, accounting and reporting investment transactions.

NOW, THEREFORE, BE IT RESOLVED that the Town Board hereby adopts the Investment Policy (copy attached) for the Town of Macedon monies.

MOTION BY MAUL, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 11 (2020) PROCUREMENT POLICY

TOWN OF MACEDON
PROCUREMENT POLICY

WHEREAS, SECTION 104-b of the General Municipal Law provides that, in the case of goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding, the governing board of every political subdivision and any district therein, by resolution, shall adopt internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of section one hundred three of this article or of any other general, special or local law, and

WHEREAS, the Town has adopted such internal policies and procedures governing the procurement of goods and services not required to be bid, and

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, SECTION 104-b (2) (g) of the General Municipal Law provides that such policy " set forth any circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the political subdivision or district therein, and

WHEREAS, the Town Board has previously identified legal and engineering services as circumstances where the solicitation of alternative proposals or quotations will not be in the best interest of the town, and

WHEREAS, SECTION 103(3) of the General Municipal Law has been amended to allow the town to piggy back on County Contracts without the necessity of bidding where such contracts contain the language provided in the General Municipal Law, and

WHEREAS, SECTION 9-103 (1) of the New York Energy Law provides:

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Notwithstanding any other provision of law, any agency, municipality, or public authority, in addition to existing powers, is authorized to enter into energy performance contracts of up to thirty-five years duration, provided, that the duration of any such contract shall not exceed the reasonably expected useful life of the energy facilities or equipment subject to such contract.

WHEREAS, procurement of such energy performance contracts may be by requests for proposals, and

WHEREAS, the County of Wayne has received and evaluated requests for proposals for certain energy performance contracts which requests for proposals and contracts awarded contain the piggy back language and meet the requirements of General Municipal Law 103(3), and

WHEREAS, the Town Board has identified such energy performance services contracted for by the county pursuant to requests for proposals as a circumstance where it is not in the best interest of the town to solicit alternate proposals or quotations,

WHEREAS, comments have been solicited from all officers in the Town involved in the procurement process, now, therefore, be it

RESOLVED, that the Town of Macedon does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

1. Every purchase made will be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and second-hand purchases from another government entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, or a memo from the purchaser detailing the circumstances which led to an emergency purchase.

2. All goods and services, except those goods and services purchased through a county or state contract, from agencies for the blind or severely handicapped, from correctional institutions or purchases pursuant to subdivision 6 of this policy will be secured by use of written requests for proposals, written quotations, verbal quotation, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.
3. The following method of purchase will be used in order to achieve the highest savings, except purchase contracts under \$20,000 and public works contracts under \$35,000; goods purchased from agencies for the blind or severely handicapped; goods purchased

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from correctional institutions; purchases under State and county contracts; or purchases pursuant to subdivision 6 of this policy:

4.	<table border="0"> <tr> <td style="text-align: center;"><u>Estimated Amount of Purchase Contract</u></td> <td style="text-align: center;"><u>Method</u></td> </tr> <tr> <td>Up to \$499</td> <td>Discretion of the purchaser</td> </tr> <tr> <td>\$500 - \$1,999</td> <td>3 verbal quotations</td> </tr> <tr> <td>\$2,000 - \$19,999</td> <td>3-written/fax quotations or written request for proposals</td> </tr> </table> <table border="0"> <tr> <td style="text-align: center;"><u>Estimated Amount of Public Works Contract</u></td> <td style="text-align: center;"><u>Method</u></td> </tr> <tr> <td>Up to \$249</td> <td>Discretion of the purchaser</td> </tr> <tr> <td>\$250 - \$2,999</td> <td>2 verbal quotations</td> </tr> <tr> <td>\$3,000 - \$9,999</td> <td>3 -written/fax quotations</td> </tr> <tr> <td>\$10,000 - \$35,000</td> <td>3-written/fax quotations or written request for proposals</td> </tr> </table>	<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>	Up to \$499	Discretion of the purchaser	\$500 - \$1,999	3 verbal quotations	\$2,000 - \$19,999	3-written/fax quotations or written request for proposals	<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>	Up to \$249	Discretion of the purchaser	\$250 - \$2,999	2 verbal quotations	\$3,000 - \$9,999	3 -written/fax quotations	\$10,000 - \$35,000	3-written/fax quotations or written request for proposals
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A good faith effort shall be made to obtain the required number of alternate proposals. If the purchaser is unable to obtain the required number of alternate proposals, the purchaser will document the attempt made at obtaining the proposals. But, in no event shall the failure to obtain the proposals be a bar to the procurement.

5. Documentation is required of each quotation or request for proposals taken in connection with each procurement.
6. Documentation and an explanation are required whenever a contract is awarded to other than the lowest best value responsive and responsible bidder or offerer. This documentation will include an explanation of how the award will achieve savings. The purchaser will be responsible for determining if the bidder is best value/responsible.
7. This policy shall go into effect upon the filing of the Best Value Purchasing Local Law with the Secretary of State and said policy will be reviewed annually.
8. In the following circumstances it is not in the best interests of the Town of Macedon to solicit quotations or document the basis for not accepting the lowest bid. In these circumstances, the individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, moral worth, and the ability to have a close relationship with the governing body. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of the services are such that they do not readily lend themselves to competitive procurement procedures. The citizens of the municipality deserve the benefit of expertise in these types of services as it may ultimately save the taxpayers money.
 - a. Services of an attorney;
 - b. Services of a physician;
 - c. Technical services of an engineer engaged to prepare plans, maps and estimates;
 - d. Securing insurance coverage and/or services of an insurance broker;
 - e. Services of a certified public accountant;
 - f. Investment management services;
 - g. Printing services involving extensive writing, editing or art work;
 - h. Management of municipally owned property; and

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- i. Computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

In addition, in the following situations it is not in the best interests of the municipality to secure alternate proposals because of the time required and type of purchase:

- a. Emergency purchases pursuant to Section 103(4) of the General Municipal Law;
- b. Purchases of surplus and second-hand goods pursuant to Section 103(6) of the General Municipal Law; and
- c. Purchases under \$100.
- d. This policy shall go into effect January 1, 1992 and will be reviewed annually.

BE IT RESOLVED, pursuant to the authority granted to the Town of Macedon by Section 104-b (2) (g) that requests for proposals for energy performance contracts solicited and awarded by the County are identified as circumstance where it is not in the best interest of the town to solicit alternate proposals or quotations, where the County of Wayne as properly solicited such proposals and both the solicitation and contract entered into, if any, contain a provision allowing

piggy backing in which case, so long as the other conditions of General Municipal Law 103 (3) are met, the Town may piggy back on either the request for proposal, the contract or both.

MOTION BY MAUL, SECONDED BY MCEWEN

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 12 (2020) DEVELOPER CHARGES

RESOLVED that any appropriate charges shall be charged back to the developer – the Building Department is directed to utilize a form contract implementing this resolution.

MOTION BY MAUL, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 13 (2020) APPOINTMENTS

RESOLVED that the Board acknowledges and approves the following appointments:

Ambulance (Paul)

Director of EMS	Paul Harkness	FT
Ambulance EMT-B	Sandy Farbizio	FT
Ambulance EMT-P	Christopher House	PT
Ambulance EMT-P	Jamie Callard	PT
Ambulance EMT-P	Jon Park	PT
Ambulance EMT-B	Cole Tresohlavy	PT
Ambulance EMT-B	Juanita Cook	PT

Assessing

Assessor	Dennine Leeson	FT
Assessor Clerk	Rebecca Wetherby	FT
Assessment Counsel	Barclay Damon, LLP	PT
Assessment Counsel	Villani & Grow	PT

Boards

Assessing Review Board Chair	Thomas Littlefield	PT
Assessing Review Board Member-5 Yr.	Kenon Jones - 2025	PT
Assessing Review Board Clerk	Rebecca Wetherby	PT

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Library Board Member-3 Yr	TBD	PT
Library Board Member-3 Yr	Tara Longyear – 2021	PT
Planning Board Chairman	Doug Allen	PT
Planning Board Vice-Chairman	Mert Bartels	PT
Planning Board Member – 7 Yr.	Greg Whitney - 2027	PT
Zoning Appeals Board Chairman	Warren Jeffries	PT
Zoning Board of Appeals Member-5 Yr	Michael Mosher - 2025	PT
Building/Zoning/Code Enforcement		
Town Engineer/CEO/Building Inspector	Scott Allen	FT
Fair Housing Officer	Scott Allen	PT
Storm Water Management Officer	Scott Allen	PT
Sewer Superintendent	Scott Allen	PT
Code Enforcement Officer	Robert Brady	PT
Fire Marshal	Jeremiah Shufelt	PT
Town Engineer/Building/CEO Clerk	Brandi Schutt	FT
Highway		
Highway Clerk	Elisa Friedl	FT
Highway	John Anderson	FT
Highway	Mark Baker	FT
Highway	Andre' Bellefontaine	FT
Highway	Michael Bueg	FT
Highway	Joshua DeMay	FT
Highway	James Ellis	FT
Highway	D. Paul Everdyke	FT
Highway	Jacob Gage	FT
Highway	Cody Hill	
Highway	David Payne	FT
Highway	Daryl Quigley	FT
Highway	Patrick Randall	PT
Highway	Thomas Shirtz	FT
Highway	Timothy Vendel	FT
Highway	Gregory West	
Highway	Gary Wright	FT
Justice		
Justice Clerk	Susan Gorman	FT
Justice Clerk	Barbara LaBrake	FT
Town Clerk		
Macedon Sewer Collecting Clerk	Karrie Bowers	PT
Records Management Officer	Karrie Bowers	PT
Registrar of Vital Statistics	Karrie Bowers	PT
Water Collecting Clerk	Karrie Bowers	PT
Police		
Police Chief	John Colella	PT
Police Sergeant	Stephen MacNeal	FT
Police Property Clerk	Michelle Higgins	FT

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Police Officer	Robert Brady	PT
Police Officer	Jeremiah Dresser	FT
Police Officer	Brigette Goodfriend	FT
Police Officer	Adam Husk	FT
Police Officer	David MacFall	PT
Police Officer	Brian Larkin	FT
Police Officer	Scott Knapp	FT
Police Officer	Sherman Yates	PT
Police Officer	Rick Halvorson	PT
Police Support	Earl Hinkson	PT
Police Support	Maria Jepson	PT
Chaplain – Public Safety Building	David Prince	
Harbor Master	Dr. Les Moore	

Recreation

Recreation Director	Jeremy Norsen	FT
Sr. Citizen Trip Director	Gerry Kuhn	PT
Wayne County Youth Bureau	Jeremy Norsen	PT

Office of the Supervisor

Deputy Supervisor	David Maul	PT
Building Receptionist/Deputy Clerk	Sharleen Flick	FT
Dog Control Officer	Mark Plyter	PT
Historian	Linda Braun	PT
Honorary Town Crier	James Bush	PT
Legal Counsel	Barclay Damon, LLP	PT
Legal Counsel	Villani & Grow	PT

Town Clerk designates:

Deputy Town Clerk	Kristen Ferguson	FT
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Supervisor Liaison AppointmentsLiaison

David McEwen

David Maul

Bruce Babcock

Kim Leonard

Capital Projects

Area of Operation

Ambulance, Fire, Building & Zoning, Police Buildings/Grounds, Sewer, Master Plan, Insurance, Planning Board, WMNY

Accounting, Assessor, Police, Technology, Recreation

Assessing Review Board, Court, Library, Zoning Board of Appeals, highway

Accounting, Ambulance, Building/Zoning Office, Fire, Highway, Human Resource, Police Commissioner, Town Clerk, Sewer, Waste Management

Kim Leonard, Scott Allen, Chris Countryman,

MOTION BY MAUL, SECONDED BY MCEWEN

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 14 (2020) PETTY CASH FUNDS ESTABLISHED

RESOLVED that the Town Board does hereby establish the following amounts to represent the petty cash funds for the Town:

Appeals Board	\$50
Assessor	\$100
Building Inspector	\$175
Director of Medical Services	\$100
Dog Control – Town Clerk	\$100
Planning Board	\$50
Police	\$100
Recreation	\$150
Supervisor	\$150
Town Clerk	\$200
Town Justice	\$200
Tax Collector	\$200
Total	\$1,575

The above funds to be audited randomly, but at least quarterly, by the Supervisor or her designee.

MOTION BY BABCOCK, SECONDED BY MAUL

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 15 (2020) AGREEMENT TO SPEND HIGHWAY FUNDS

RESOLVED that the Town Board authorizes the agreement to spend Town Highway Funds as presented by the Highway Superintendent.

MOTION BY MCEWEN, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 16 (2020) MACEDON TOWN VOLUNTEER AMBULANCE BOARD OF DIRECTORS

BE IT RESOLVED that the Macedon Town Board appoints Mike Mosher, Steve Gilson, Ken Hammond, Jadon Weinel, Karrie Bowers and Scott Allen as the Board of Directors, Inc. for the Macedon Town Volunteer Ambulance and be it further

RESOLVED that the Director of EMS is appointed as the Town Board’s representative to the Macedon Town Volunteer Ambulance Board.

MOTION BY MAUL, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 17 (2020) CABLE COMMITTEE – TABLED UNTIL 1/9/2020 BOARD MEETING

RESOLVED the Board appoint the following to the Cable Committee for the calendar year 2020:

TBD

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RESOLUTION NO. 18 (2020) RECORDS MANAGEMENT ADVISORY BOARD

RESOLVED that the Town Board appoints the following individuals to serve on a Records Advisory Board for the calendar year 2020:

Karrie Bowers, Kim Leonard, & Sharleen Flick

MOTION BY BABCOCK, SECONDED BY MCEWEN

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 19 (2020) SENIOR CITIZEN GROUP APPOINTMENTS

RESOLVED the Board appoint the following Senior Citizen group individuals:
(term 10/1/2019-9/30/2020)

Chaplain	Karen Yatteau
Historian	Terri Loessberg
President	Sandy Ciaccia
Secretary	Eunice Buss
Sunshine	Barbara Putnam
Treasurer	Marshall Handfield
Trip Director	Gerry Kuhn
Vice President	Ernestine Rogers

MOTION BY MAUL, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 20 (2020) BULLIS & GRAVINO PARK – LOCK/UNLOCK

RESOLVED that the Board appoints Highway Superintendent or designee of highway to open and close:

Bullis & Gravino Bathrooms from April 1 through October 31 (weather permitting)

Park Gates from April 1 through October 31 (Close at dark)

MOTION BY MAUL, SECONDED BY MCEWEN

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 21 (2020) BULLIS & GRAVINO PARK RESTROOM/FACILITY CLEANER

RESOLVED the Town Board authorize the Town of Macedon Highway Superintendent as Bullis Park Restroom Facility Cleaner seven (7) days per week beginning April 1 until October 31 (weather permitting) as needed thereafter until park is closed.

MOTION BY MAUL, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 22 (2020) SENIOR ARTS & CRAFTS PROGRAM

RESOLVED that the following appointments be made for the 2020 calendar year:

Patricia Miller	Sr. Citizen Arts & Crafts	\$25/month
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MOTION BY MCEWEN, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

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RESOLUTION NO. 23 (2020) TOWN OF MACEDON OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, each below-listed person, with associated residency, has been appointed or elected to the office shown:

NAME	RESIDENCY	OFFICE HELD (e)=elected
<u>Paul Harkness</u>	T/Macedon, C/Wayne, S/NY	Director of EMS
<u>Thomas Crowley</u>	T/Macedon, C/Wayne, S/NY	Justice (e)
<u>Ronald Reinstein</u>	T/Macedon, C/Wayne, S/NY	Justice (e)
<u>Barbara LaBrake</u>	T/Macedon, C/Wayne, S/NY	Clerk to Justice
<u>Susan Gorman</u>	T/Macedon, C/Wayne, S/NY	Clerk to Justice
<u>Christopher Countryman</u>	T/Macedon, C/Wayne, S/NY	Highway Superintendent (e)
<u>Michelle Higgins</u>	T/Macedon, C/Wayne, S/NY	Police Property Clerk
<u>Lorie Maul</u>	T/Macedon, C/Wayne, S/NY	Receiver of Taxes (e)
<u>Jeremy Norsen</u>	T/Macedon, C/Wayne, S/NY	Recreation Director
<u>Kim Leonard</u>	T/Macedon, C/Wayne, S/NY	Supervisor (e)
<u>TBD</u>	T/Macedon, C/Wayne, S/NY	Councilperson (e)
<u>David Maul</u>	T/Macedon, C/Wayne, S/NY	Councilperson (e), Deputy Supervisor
<u>Bruce Babcock</u>	T/Macedon, C/Wayne, S/NY	Councilperson (e)
<u>David McEwen</u>	T/Macedon, C/Wayne, S/NY	Councilperson (e)
<u>Karrie Bowers</u>	T/Macedon, C/Wayne, S/NY	Town Clerk (e)
<u>Kristen Ferguson</u>	T/Macedon, C/Wayne, S/NY	Deputy Town Clerk
<u>Sharleen Flick</u>	T/Macedon, C/Wayne, S/NY	Receptionist, Deputy Town Clerk
<u>Scott Allen</u>	T/Macedon, C/Wayne, S/NY	Town Engineer, Building Inspector, Code Enforcement Officer
<u>Brandi Schutt</u>	T/Macedon, C/Wayne, S/NY	Code Enforcement Officer, Building Department Clerk
<u>Robert Brady</u>		Code Enforcement Officer
<u>Jeremiah Shufelt</u>		Fire Marshal

NOW, THEREFORE, BE IT RESOLVED that the respective office holders above, do hereby undertake with the Town of Macedon to faithfully perform and discharge the duties of said office, and will well and truly keep, account for, and pay over all monies or property received while serving in that office or in any capacity as a representative of the Town, in accordance with the law.

MOTION BY BABCOCK, SECONDED BY MCEWEN

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 24 (2020) VETERANS' REAL PROPERTY EXEMPTIONS – LOCAL LAW NO. 2 – 2013

WHEREAS the Macedon Town Board enacted Local Law No. 2 (2013), A local law in relation to determining the veterans' real property exemptions on December 12, 2013

BE IT RESOLVED the Town Board designated the exemption to qualifying residential real property as defined in Real Property Tax Law Section 458-b (ii) fifteen percent of the assessed value of such property, provided however, that such exemption shall not exceed twelve thousand dollars or the product of twelve thousand dollars multiplied by the latest state equalization rate of the assessing unit, or, in the case of a special assessing unit, the latest class ration, whichever is less.

MOTION BY MAUL, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 25 (2020) MACEDON TOWN BOARD 2020 MEETING SCHEDULE

All Dates 2020

- JANUARY 9, 23
- FEBRUARY 13, 27
- MARCH 12, 26
- APRIL 9, 23
- MAY 14, 28
- JUNE 11, 25
- JULY 9 (no second meeting)
- AUGUST 13 (no second meeting)
- SEPTEMBER 10, 24
- OCTOBER 8, 22
- NOVEMBER 5 (no second meeting)
- DECEMBER 10 (no second meeting)

MOTION BY MAUL, SECONDED BY MCEWEN

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 26 (2020) ELECTED TOWN OFFICIALS

	LENGTH OF TERM	TERM EXPIRES
TOWN SUPERVISOR	4 Years	
Kim Leonard		12/31/2020
TOWN COUNCIL	4 Years	
Kim Leonard		12/31/2023
David Maul		12/31/2023
David McEwen		12/31/2021
Bruce Babcock		12/31/2021
TOWN CLERK	4 Years	
Karrie Bowers		12/31/2023
HIGHWAY SUPERINTENDENT	4 Years	
Christopher Countryman		12/31/2023

TOWN JUSTICE	4 Years	
Thomas Crowley		12/31/2021
Ronald Reinstein		12/31/2023

RECEIVER OF TAXES	4 Years	
Lorie Maul		12/31/2023

MOTION BY MCEWEN, SECONDED BY BABCOCK
 ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 27 (2020) ELECTED TOWN OFFICIALS

INVESTMENT POLICY
FOR _____
 [Name of Local Government]

I. **SCOPE**

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. **OBJECTIVES**

The primary objectives of the local government's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

III. **DELEGATION OF AUTHORITY**

The governing board's responsibility for administration of the investment program is delegated to the **SUPERVISOR / CHIEF FISCAL OFFICER**, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. **PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the **TOWN OF MACEDON** to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

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All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. **DIVERSIFICATION**

It is the policy of the **TOWN OF MACEDON** diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

MOTION BY MAUL, SECONDED BY MCEWEN

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 28 (2020) STANDARD WORK DAY FOR EMPLOYEES RS2418

BE IT RESOLVED, that the Town of Macedon, Location code 30112, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Account Clerk	6.5
Assessor	6.5
Boards – Assessing/Planning/ZBA	6.5
Clerks	6.5
Director EMS	8
Dog Control Officer	6.5
Elected Officials (unless specified)	6.5
Engineer	6.5
Highway Superintendent	8
Laborers	8
Police	8

MOTION BY MAUL, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 29 (2020) PREPAYMENT OF UTILITIES, POSTAGE & TIME SENSITIVE VOUCHER AUTHORIZATION

RESOLVED the Board approves the prepayment of utility, postage and time sensitive invoices per the discretion of the Town Clerk for the calendar year 2020.

MOTION BY MAUL, SECONDED BY BABCOCK

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 30 (2020) AUTHORIZATION FOR BANK ACCOUNTS

RESOLVED the Board approves the authorization of the Deputy Supervisor, David Maul, for access to all of the municipal bank accounts at Lyons National Bank & Genesee Regional Bank

MOTION BY BABCOCK, SECONDED BY MCEWEN

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

ADJOURNMENT

MOTION BY MAUL, SECONDED BY BABCOCK THE MEETING BE ADJOURNED AT 6:04 PM.

ROLL CALL VOTE: MAUL AYE, MCEWEN AYE, BABCOCK AYE, LEONARD AYE, MOTION CARRIED

Karrie M. Bowers

Respectfully Submitted by
Karrie M. Bowers, RMC
Macedon Town Clerk