

JANUARY 4, 2022
 ORGANIZATIONAL MEETING
 WEB SITE <http://macedontown.net>

The Organizational Meeting of the Town Board of the Town of Macedon held January 4, 2021 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 Kim V. Leonard at 5:00 p.m.

Pledge of Allegiance.

Upon Roll Call, the following members of the Board were

Present:

Councilperson	Bruce Babcock
Councilperson	David Maul
Councilperson	Dave McEwen
Councilperson	Richard Roets
Supervisor	Kim Leonard

Absent:

Also Present:

Highway Superintendent	Christopher Countryman
Town Clerk	Karrie Bowers

RESOLUTION NO. 1 (2022) 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to this Board and this day presented for action, be and hereby are adopted as the Standing Rules of the Board until rescinded, subject to amendments thereafter duly adopted.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 7:00 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
	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.

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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
All business will be acted upon in the form of resolutions, which must be brought by motion and second before discussion. A resolution may be withdrawn before action is taken, by an agreement of the members who motioned and seconded the resolution.	
15	Agenda
The Supervisor shall prepare a 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.	

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

RESOLUTION NO. 2 (2022) 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 BABCOCK, SECONDED BY ROETS
 ROLL CALL VOTE: BABCOCK AYE, MAUL AYE, MCEWEN AYE, ROETS AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 3 (2022) 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 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 BABCOCK, SECONDED BY ROETS
 ROLL CALL VOTE: BABCOCK AYE, MAUL AYE, MCEWEN AYE, ROETS AYE, LEONARD AYE, MOTION CARRIED

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RESOLUTION NO. 4 (2022) 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 ROETS, SECONDED BY BABCOCK

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

RESOLUTION NO. 5 (2022) 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 ROETS, SECONDED BY BABCOCK

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

RESOLUTION NO. 6 (2022) 2022 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
4. Town Board Meetings to be held on the 2nd and 4th Thursdays @ 7:00 p.m. except as amended
5. Mileage paid to Town employees on official Town business at \$.585 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 2021 (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 – June, September – December	Monday - Friday 9 a.m. – 4:30 p.m.
July – August	Monday 8:00-5:00pm
July & August 1/2hr lunches	Tuesday-Thursday 8:30 - 5:00 pm

10. In the designation of full time and part time the Town will adhere to Civil Service Rules.

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11. The following days will be 14 paid holidays for full time and year-round part-time Town employees:

Martin Luther King Day	Monday	January 17, 2022
President's Day	Monday	February 21, 2022
Good Friday	Friday	April 15, 2022
Memorial Day	Monday	May 30, 2022
Juneteenth	Friday	June 17, 2022
Independence Day	Monday	July 4, 2022
Labor Day	Monday	September 5, 2022
Columbus Day	Monday	October 10, 2022
Election Day	Tuesday	November 8, 2022
Veterans Day	Friday	November 11, 2022
Thanksgiving Day	Thursday	November 24, 2022
Thanksgiving Day After	Friday	November 25, 2022
Christmas Eve	Friday	December 23, 2022
New Years Eve Day	Friday	December 30, 2022

12. No appointment shall be made to fill a new or vacant position of employment, including any new position established in the 2022 Town budget, without prior authorization by the Town Board with the exception of Highway Employees hired by the Highway Superintendent, Deputy Town Clerk 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 ROETS, SECONDED BY BABCOCK

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

RESOLUTION NO. 7 (2022) 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

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 BABCOCK, SECONDED BY ROETS

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

RESOLUTION NO. 8 (2022) 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 ROETS, SECONDED BY BABCOCK

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

RESOLUTION NO. 9 (2022) 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

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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:

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:

<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

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.

4. Documentation is required of each quotation or request for proposals taken in connection with each procurement.
5. 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.
6. 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.
7. 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
 - 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

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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 ROETS, SECONDED BY BABCOCK

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

RESOLUTION NO. 10 (2022) 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 BABCOCK, SECONDED BY ROETS

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

RESOLUTION NO. 11 (2022) APPOINTMENTS

RESOLVED that the Board acknowledges and approves the following appointments:

Ambulance

Director of EMS	Paul Harkness	FT
Ambulance EMT-B	Sandy Farbizio	FT
Ambulance EMT-B	Bucci, Colin	PT
Ambulance EMT-P	Hough-Wood, Christin	PT
Ambulance EMT-P	Smith, Ashley	PT

Assessing

Assessor	Dennine Leeson	FT
Assessor Clerk	Adam Weinstein	FT
Assessment Counsel	Barclay Damon, LLP	PT
Assessment Counsel	AJ Villani PC	PT

Boards

Assessing Review Board Chair	Thomas Littlefield	PT
Assessing Review Board Member-5 Yr.	Patrick Pittinaro - 2026	PT
Assessing Review Board Clerk	Adam Weinstein	PT
Library Board Member	Tara Smith	PT
Planning Board – 7 Yr.	Suzanne Airy - 2028	PT
Zoning Appeals Board – 5 Yr.		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	Stacy Nisbet	FT

Highway

Highway Clerk	Elisa Friedl	FT
Highway	John Anderson	FT
Highway	Mark Baker	FT
Highway	Andre' Bellefontaine	FT
Highway	Michael Bueg	FT
Highway	Joseph Cavallaro	FT
Highway	Joshua DeMay	FT
Highway	James Ellis	FT
Highway	D. Paul Everdyke	FT
Highway	Jacob Gage	FT
Highway	David Payne	FT
Highway	Daryl Quigley	FT
Highway	Patrick Randall	PT
Highway	Timothy Vendel	FT
Highway	Gary Wright	FT

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Justice

Justice	Ronald Reinstein	PT
Justice	Lon Sanford	PT
Justice Clerk	Alison Burley	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
Police Sergeant	Jeremiah Dresser	FT
Police Officer	Brigette Goodfriend	FT
Police Officer	Adam Husk	FT
Police Officer	David MacFall	PT
Police Officer	Andrea Knapp	FT
Police Officer	Scott Knapp	FT
Police Officer	Brian Ritchie	PT
Police Officer	Rick Halvorson	PT
Police Support	Earl Hinkson	PT
Police Support	Deborah Franco	PT
Chaplain – Public Safety Building	David Prince	PT

Buildings & Ground/Parks

Michael Bueg	FT
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Recreation

Recreation Director	Cody Rogers	PT
Sr. Citizen Trip Director	Gerry Kuhn	PT

Office of the Supervisor

Deputy Supervisor	David Maul	PT
Building Receptionist/Deputy Town Clerk/Clerk to the Supervisor	Sharleen Flick	FT
Dog Control Officer	Mark Plyter	PT
Historian	Linda Braun	PT
Legal Counsel	Barclay Damon, LLP	PT
Legal Counsel	AJ Villani PC	PT

Town Clerk designates:

Deputy Town Clerk	Paul Monachino	FT
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Supervisor Liaison Appointments

Liaison

David McEwen

Area of Operation

Buildings/Grounds, Sewer, Master Plan, Insurance, Planning Board, WMNY Board

David Maul

Accounting, Assessor, Technology, Recreation

Bruce Babcock

Assessing Review Board, Library, Zoning Board of Appeals, Highway

Richard Roets

Ambulance, Fire, Building & Zoning, Police, Court

Kim Leonard

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

Capital Projects

Kim Leonard, Scott Allen, Chris Countryman,

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

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RESOLUTION NO. 12 (2022) 2022 SALARY SCHEDULE

RESOLVED that the following salary schedule is established for the calendar year 2022

NAME	TITLE		PAYMENT	
Ambulance				
Harkness, Paul	Director of EMS	FT	Biweekly	\$68,732
Smith, Ashley	Ambulance ALS	PT	Biweekly	\$24/hr
Hough-Wood, Christina	Ambulance ALS	PT	Biweekly	\$24/hr
TBD	Ambulance ALS	PT	Biweekly	\$24/hr
Bucci, Colin	Ambulance BLS	PT	Biweekly	\$16.80/hr
Farbizio, Sandra	Ambulance BLS	FT	Biweekly	\$34,320
Assessor				
Leeson, Dennine	Assessor	FT	Biweekly	\$59,976
Leeson, Dennine	Assessor		Extra hours	\$35.49/hr
Weinstein, Adam	Assessing Clerk	FT	Biweekly	\$31,500
Weinstein, Adam	Assessing Rev Brd Clk	PT	Biweekly	\$399
Weinstein, Adam	Assessor Clerk		Extra hours	\$18.64/hr
Boards				
Assess. Rev. Board	5 Members	PT	Annually - June	\$591
Planning Board	6 Members	PT	Quarterly	\$2102
Plan Board Chair	1 Member	PT	Quarterly	\$3228
ZBA Brd. of Appeals	4 Members	PT	Quarterly	\$645
ZBA Brd. Of Appeals Chair	1 Member	PT	Quarterly	\$712
Wayne County Planning Board Liaison	Bartels, Mert	PT	Quarterly	\$635
Building/Zoning/Code Enforcement				
Allen, Scott	Town Eng/CEO/	PT	Biweekly-A	\$17,804
Allen, Scott	Building & Zoning	FT	Biweekly-B	\$67,561
Allen, Scott	TE/CEO/B&Z	PT	Biweekly-SD	\$1,082 – Hamlet \$7,928 - Town
Nisbet, Stacy	Bldg/CEO Clerk	FT	Biweekly	\$33,600
Nisbet, Stacy	Planning Board Clerk	PT	Biweekly	\$19.88/hr
Nisbet, Stacy	ZBA Clerk	PT	Biweekly	\$19.88/hr
Brady, Roberts	Code Enf Officer	PT	Biweekly	\$26,500
Shufelt, Jeremiah	Fire Code Enf	PT	Biweekly	\$26,500
Dog Control				
Plyter, Mark	Dog Control Off	PT	Biweekly	\$17.40/hr
Highway/Parks				
Countryman, Christopher	Highway Supt.	FT	Biweekly	\$80,036
Countryman, Christopher	Drainage	PT	Biweekly-SD	\$2,746 – Hamlet \$9,728 - Town
Friedl, Elisa	Highway Supt. Clerk	FT	Biweekly	\$30,420
Anderson, John	Highway Employee	FT	Biweekly	\$25.65/hr
Baker, Mark	Highway Employee	FT	Biweekly	\$20.38/hr
Bellefontaine, Andre'	Highway Employee	FT	Biweekly	\$28.15/hr
Bueg, Michael	Highway Employee	FT	Biweekly	\$66,000/Salary
Cavallaro, Joseph	Highway Employee	FT	Biweekly	\$20.75/hr
DeMay, Joshua	Highway Employee	FT	Biweekly	\$20.25/hr
Ellis, James	Highway Employee	FT	Biweekly	\$25.65/hr
Everdyke, D. Paul	Highway Employee	FT	Biweekly	\$29.43/hr
Gage, Jacob	Highway Employee	FT	Biweekly	\$21.13/hr
Payne, David	Highway Employee	FT	Biweekly	\$28.43/hr
Quigley, Daryl	Highway Employee	FT	Biweekly	\$28.75/hr
Vendel, Timothy	Highway Employee	FT	Biweekly	\$21.19/hr
Wright, Gary	Highway Employee	FT	Biweekly	\$28.98/hr
Seasonal				
Randall, Patrick	Highway – Plow Seasonal	PT	Biweekly	\$22.72/hr
Randall, Patrick	Highway Mower Seasonal	PT	Biweekly	\$15.80/hr

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Justice				
Reinstein, Ronald	Justice	PT	Biweekly	\$26,110
Sanford, Lon	Justice	PT	Biweekly	\$26,110
Burley, Allison	Justice Clerk	PT	Biweekly	\$36,119
Labrake, Barbara	Justice Clerk	PT	Biweekly	\$36,119
Police Employees				
John Colella	Chief	PT	Biweekly	\$35,000 plus HI
Dresser, Jeremiah	Police Sergeant	FT	Biweekly	\$35.09
Goodfriend, Brigette	Patrolman	FT	Biweekly	\$31.33
Halvorsen, Rick	Patrolman	PT	Biweekly	\$26.25
Husk, Adam	Patrolman	FT	Biweekly	\$31.33
Knapp, Andrea	Patrolman	FT	Biweekly	\$31.33
Knapp, Scott	Patrolman	FT	Biweekly	\$31.33
MacFall, David	Patrolman	PT	Biweekly	\$30.00
MacNeal, Stephen	Police Sergeant	FT	Biweekly	\$35.09
Richie, Brian	Patrolman	FT	Biweekly	\$30.00
Higgins, Michelle	Property Clerk Cleaner	FT PT	Biweekly	\$41,082 \$2,600
Franco, Deborah	Gananda Crossing Guard-Sept-June	PT	Biweekly	\$7,727
Hinkson, Earl	Macedon Crossing Guard – Sept-June	PT	Biweekly	\$7,727
Supervisor				
Leonard, Kim	Supervisor	FT	Biweekly	\$62,475
Flick, Sharleen	Bldg. Receptionist Clerk to the Supervisor	FT PT	Biweekly Biweekly	\$30,524 \$5,250
Braun, Linda	Historian	PT	Quarterly	\$3,978
Miller, Wendy	Bookkeeper	FT	Biweekly	\$57,750
Kitchen, Diane	Clerk	PT	Biweekly	\$40/hr
Rogers, Cody	Recreation Director	FT	Biweekly	\$28,500
Willson, Deborah	Clerk	PT	Biweekly	\$40/hr
Taxes				
Lorie Maul	Tax Collector	PT	Biweekly	\$10,336

Town Board				
Babcock, Bruce	Councilperson	PT	Quarterly	\$8,322
Maul, David	Councilperson	PT	Quarterly	\$8,322
McEwen, David	Councilperson	PT	Quarterly	\$8,322
Roets, Richard	Councilperson	PT	Quarterly	\$8,322
Town Clerk				
Karrie Bowers	Town Clerk	FT	Biweekly	\$49,143
Karrie Bowers	Records Mgmt.	PT	Biweekly	\$3,856
Karrie Bowers	Registrar	PT	Biweekly	\$1,187
Monachino, Paul	Town Clerk Deputy	FT	Biweekly	\$33,075
Veterans				
Veteran Services (1)*			Annually	\$250
Seniors Citizen				
				Pd by voucher

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

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RESOLUTION NO. 13 (2022) 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 ROETS, SECONDED BY BABCOCK

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

RESOLUTION NO. 14 (2022) 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 ROETS, SECONDED BY BABCOCK

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

RESOLUTION NO. 15 (2022) MACEDON TOWN VOLUNTEER AMBULANCE BOARD OF DIRECTORS

BE IT RESOLVED that the Macedon Town Board recognizes the Macedon Town Ambulance Volunteer Board, and that organization has a Board of Directors that it appoints, and be it further

RESOLVED that the Director of EMS and Ambulance Town Board liaison are appointed as the Town Board's representative to the Macedon Town Volunteer Ambulance Board.

MOTION BY ROETS, SECONDED BY BABCOCK

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

RESOLUTION NO. 16 (2022) CABLE COMMITTEE

RESOLVED the Board appoint the following to the Cable Committee for the calendar year 2022:
Richard Roets

MOTION BY ROETS, SECONDED BY BABCOCK

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

RESOLUTION NO. 17 (2022) RECORDS MANAGEMENT ADVISORY BOARD

RESOLVED that the Town Board appoints the following individuals to serve on a Records Advisory Board for the calendar year 2022:

Karrie Bowers, Kim Leonard & Paul Monachino

MOTION BY BABCOCK, SECONDED BY ROETS

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

RESOLUTION NO. 18 (2022) NYS ASSOCIATION OF TOWNS CONFERENCE

RESOLVED the following individuals be approved to attend the NYS Association of Towns Conference:

Kim Leonard and Karrie Bowers

BE IT FURTHER RESOLVED Kim Leonard be named voting delegate and Karrie Bowers alternate.

MOTION BY MAUL, SECONDED BY BABCOCK

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

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RESOLUTION NO. 19 (2022) SENIOR CITIZEN GROUP APPOINTMENTS

RESOLVED the Board appoint the following Senior Citizen group individuals:
(term 10/1/2021-9/30/2022)

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

MOTION BY BABCOCK, SECONDED BY ROETS

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

RESOLUTION NO. 20 (2022) 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)

MOTION BY ROETS, SECONDED BY BABCOCK

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

RESOLUTION NO. 21 (2022) BULLIS & GRAVINO PARK RESTROOM/FACILITY CLEANER

RESOLVED the Town Board authorize the Town of Macedon Highway 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 BABCOCK, SECONDED BY ROETS

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

RESOLUTION NO. 22 (2022) SENIOR ARTS & CRAFTS PROGRAM

RESOLVED that the following appointments be made for the 2022 calendar year:

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

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

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RESOLUTION NO. 23 (2022) 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
Paul Harkness	T/Macedon, C/Wayne, S/NY	Director of EMS
Lon Sanford	T/Macedon, C/Wayne, S/NY	Justice (e)
Ronald Reinstein	T/Macedon, C/Wayne, S/NY	Justice (e)
Barbara LaBrake	T/Macedon, C/Wayne, S/NY	Clerk to Justice
Alison Burley	T/Macedon, C/Wayne, S/NY	Clerk to Justice
Christopher Countryman	T/Macedon, C/Wayne, S/NY	Highway Superintendent (e)
Michelle Higgins		Police Property Clerk
Lorie Maul	T/Macedon, C/Wayne, S/NY	Receiver of Taxes (e)
Cody Rogers		Recreation Director
Kim Leonard	T/Macedon, C/Wayne, S/NY	Supervisor (e)
Richard Roets	T/Macedon, C/Wayne, S/NY	Councilperson (e)
David Maul	T/Macedon, C/Wayne, S/NY	Councilperson (e), Deputy Supervisor
Bruce Babcock	T/Macedon, C/Wayne, S/NY	Councilperson (e)
David McEwen	T/Macedon, C/Wayne, S/NY	Councilperson (e)
Karrie Bowers	T/Macedon, C/Wayne, S/NY	Town Clerk (e)
Paul Monachino	T/Macedon, C/Wayne, S/NY	Deputy Town Clerk
Sharleen Flick	T/Macedon, C/Wayne, S/NY	Receptionist, Deputy Town Clerk, PT Clerk
Scott Allen	T/Macedon, C/Wayne, S/NY	Town Engineer, Building Inspector, Code Enforcement Officer
Stacy Nisbet	T/Macedon, C/Wayne, S/NY	Code Enforcement Officer, Building Department Clerk

NOW, THEREFORE, BE IT RESOLVED those 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 ROETS

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

RESOLUTION NO. 24 (2022) 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 ROETS, SECONDED BY BABCOCK

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

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RESOLUTION NO. 25 (2022) MACEDON TOWN BOARD 2022 MEETING SCHEDULE

All Dates 2022

- JANUARY 13, 27
- FEBRUARY 10, 24
- MARCH 10, 24
- APRIL 14, 28
- MAY 12, 26
- JUNE 9, 23
- JULY 14 (no second meeting)
- AUGUST 11 (no second meeting)
- SEPTEMBER 8, 22
- OCTOBER 13, 27
- NOVEMBER 17 (no second meeting)
- DECEMBER 15 (no second meeting)

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

RESOLUTION NO. 26 (2022) ELECTED TOWN OFFICIALS

	<u>LENGTH OF TERM</u>	<u>TERM EXPIRES</u>
TOWN SUPERVISOR Kim Leonard	4 Years	12/31/2023
TOWN COUNCIL Bruce Babcock David Maul David McEwen Richard Roets	4 Years	12/31/2025 12/31/2023 12/31/2025 12/31/2023
TOWN CLERK Karrie Bowers	4 Years	12/31/2023
HIGHWAY SUPERINTENDENT Christopher Countryman	4 Years	12/31/2023
TOWN JUSTICE Lon Sanford Ronald Reinstein	4 Years	12/31/2025 12/31/2023
RECEIVER OF TAXES Lorie Maul	4 Years	12/31/2023

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

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RESOLUTION NO. 27 (2025) INVESTMENT POLICY

INVESTMENT POLICY FOR TOWN OF MACEDON
 [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.

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

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RESOLUTION NO. 28 (2025) 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 ROETS, SECONDED BY BABCOCK
 ROLL CALL VOTE: BABCOCK AYE, MAUL AYE, MCEWEN AYE, ROETS AYE, LEONARD AYE, MOTION CARRIED

RESOLUTION NO. 29 (2022) 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 2022.

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

RESOLUTION NO. 30 (2022) 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 ROETS, SECONDED BY BABCOCK
 ROLL CALL VOTE: BABCOCK AYE, MAUL ABSENT, MCEWEN AYE, ROETS AYE, LEONARD AYE, MOTION CARRIED

MOTION BY BABCOCK, SECONDED BY ROETS, THE MEETING BE ADJOURNED AT 5:50PM.

Karrie M. Bowers

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