

**Town of Rathbone
Organizational Meeting
January 2, 2014**

ORGANIZATIONAL TOWN BOARD MEETING OF THE RATHBONE TOWN BOARD, 8088 COUNTY RTE 21, ADDISON, NY 14801 COUNTY OF STEUBEN, WAS HELD ON THE 2nd DAY OF JANUARY 2014.

MEMBERS PRESENT

Dan Farrand – Town Supervisor
Roderick Brutsman – Councilman
Russell Morseman III – Councilman
Lanny Newell – Councilmen

MEMBERS ABSENT

Thomas Windnagle – Councilman

OTHERS PRESENT

Mary Jacobson-Town Clerk, Duane Miles

Dan Farrand, Town Supervisor, called the organizational meeting to order at 7:10pm.

Resolution 01-14

Purchase Superintendents Software

A Town Board Resolution to purchase the Highway Superintendent Software from Williamson Law for \$2450 was motioned by Dan Farrand and seconded by Russell Morseman III.

Roll Call Vote

Member	Accept Resolution
Dan Farrand	Yes
Roderick Brutsman	Yes
Russell Morseman III	Yes
Lanny Newell	Yes

Resolution 02-14

2014 Appointments

A Town Board Resolution to appoint the following individuals to fill the positions listed below as Town Officers was motioned by Dan Farrand and seconded by Roderick Brutsman.

BUDGET OFFICER – 1 year term	DAN FARRAND
BOOK KEEPER – 1 year term	MARY JACOBSON
REGISTRAR – 2 Year term	MARY JACOBSON
DEPUTY REGISTRAR – 2 year term	RONALD SL JACOBSON
BUILDING CODE INSPECTOR – 1 year term	RONALD P JACOBSON
DOG CONTROL OFFICER - 1 year term	DANIEL DRAPER II
HEALTH OFFICER – 1 year term	WILDA HAGER
TOWN ATTORNEY – 1 year term	BRIAN SCHU
DEPUTY SUPERVISOR – 2 year term	RUSSELL MORSEMAN III
DEPUTY HIGHWAY SUPERINTENDET – 1 year term	PAUL LEWIS

Roll Call Vote

Member	Accept Resolution
Dan Farrand	Yes
Roderick Brutsman	Yes
Russell Morseman III	Yes
Lanny Newell	Yes

Resolution 03-14

2014 Official Depository

A Town Board Resolution to name Community Bank NA as the official depository for town monies for the Town of Rathbone was motioned by Lanny Newell and seconded by Roderick Brutsman.

Roll Call Vote

Member	Accept Resolution
Dan Farrand	Yes
Roderick Brutsman	Yes
Russell Morseman III	Yes
Lanny Newell	Yes

Resolution 04-14

2014 Official Publications

A Town Board Resolution to name The Leader as the official newspaper for legal notices and the Addison Post as the official newspaper for notice of public hearings and other communications affecting only the residents of the Town of Rathbone was motioned by Lanny Newell and seconded by Russell Morseman III

Roll Call Vote

Member	Accept Resolution
Dan Farrand	Yes
Roderick Brutsman	Yes
Russell Morseman III	Yes
Lanny Newell	Yes

Resolution 05-14

Bank Account Signers

A Town Board Resolution to designate the following individuals as signers on town accounts at Community Bank, NA: Michael Knopf as signer for the justice account, Mary E Jacobson as signer for the town clerk account, the town clerk DEC account, and the tax collector account, and Dan C Farrand and Russell Morseman III as signers on the supervisor accounts was motioned by Russell Morseman III and seconded by Roderick Brutsman.

Roll Call Vote

Member	Accept Resolution
Dan Farrand	Yes
Roderick Brutsman	Yes
Russell Morseman III	Yes
Lanny Newell	Yes

Resolution 06-14

Procurement Policy

A town board resolution to review and adopt the town policies including the Equal Employment Opportunity Policy, Complaints and Grievance Policy, Sex Discrimination & Sexual Harassment Policy, Code of Ethics, Computer Policy, Drug and Alcohol Policy, Procurement Policy, Vehicle Use Policy, Lockout Tag out Policy, Workplace Violence Policy, Hearing Conservation Policy, Hazardous Material Response Policy was motioned by Dan Farrand and seconded by Roderick Brutsman.

Roll Call Vote

Member	Accept Resolution
Dan Farrand	Yes
Roderick Brutsman	Yes
Russell Morseman III	Yes
Lanny Newell	Yes

Resolution 07-14

2014 Meeting Times

A Town Board Resolution to hold the regular monthly meetings of the Rathbone Town Board on the third Tuesday of each month at 6:00pm was motioned by Dan Farrand and seconded by Russell Morseman III.

Roll Call Vote

Member	Accept Resolution
Dan Farrand	Yes
Roderick Brutsman	Yes
Russell Morseman III	Yes
Lanny Newell	Yes

Resolution 08-14

2014 Mileage Rate

A Town Board Resolution to set the town mileage rate at \$0.56 per mile was motioned by Dan Farrand and seconded by Russell Morseman III.

Roll Call Vote

Member	Accept Resolution
Dan Farrand	Yes
Roderick Brutsman	Yes
Russell Morseman III	Yes
Lanny Newell	Yes

Resolution 09-14

2014 Town Salaries

A Town Board Resolution to set the town salaries as presented in the 2014 Town Budget and as described below was motioned by Dan Farrand and seconded by Lanny Newell.

POSITION =====	SALARY =====
TOWN SUPERVISOR	\$ 7,008.00
TOWN CLERK / TAX COLLECTOR	\$ 8,916.00
TOWN BOARD (4 MEMBERS)	\$ 1,200.00
TOWN JUSTICE	\$ 4,110.00
COURT CLERK	\$ 600.00
TOWN ASSESSOR	\$ 7,800.00
ASSESSOR CLERK	\$ 12.00 / HR
SUPERINTENDANT OF HIGHWAYS	\$ 30,000.00
GRIEVANCE BOARD (2 MEMBERS/ \$225.00 each)	\$ 450.00
CHAIRMAN GRIEVANCE BOARD	\$ 250.00
BUDGET OFFICERS	\$ 2,004.00
BOOK KEEPER	\$ 2,004.00
BUILDING CODE INSPECTOR	\$ 3,120.00
ANIMAL CONTROL OFFICER	\$ 14.00 / HR
HEALTH OFFICER	\$ 400.00
TOWN ATTORNEY (\$1500.00 BUDGETED)	\$ 1,500.00
REGISTRAR	\$ 570.00
RECORDS MANAGEMENT OFFICER	\$ 12.00 / HR
HIGHWAY DEPARTMENT (M. E. O.)	\$ 16.65 / HR

Roll Call Vote

Member	Accept Resolution
Dan Farrand	Yes
Roderick Brutsman	Yes
Russell Morseman III	Yes
Lanny Newell	Yes

Lanny Newell motioned to adjourn at 7:25PM seconded by Roderick Brutsman
Roll Call Vote

Member	Accept Resolution
Dan Farrand	Yes
Roderick Brutsman	Yes
Russell Morseman III	Yes
Lanny Newell	Yes

Submitted By:

Mary E. Jacobson
Rathbone Town Clerk