Town of Nichols

Organizational Meeting

PO Box 359, 54 East River Rd

Nichols, NY 13812 Tioga County

January 5, 2023

The Organizational Meeting of the Nichols Town Board was called to order by Supervisor Esther Woods at 6:00 pm at 139 Ro-Ki Blvd, Room 8.

Board Members present: Bill Middleton (absent), Roseann Cole (present), Brenda Fay-Pelotte (present) and Ladd Yost (present).

Others present: Kem Hart-Baker (Historian), Will Heveland (Hwy Superintendent), Rick Kie and Karen Hall (Town Clerk).

**REGULAR MEETINGS:** Establish that all regular board meetings will be held

on the 2nd Tuesday and 4th Wednesday of each month

at 7:00 pm in the Nichols NES Building unless otherwise

announced.

**BANK:** Name Community Bank, N.A. the official depository

Of the Town of Nichols, and to authorize the

Supervisor to Transfer funds to any bank located in

Tioga County.

**NEWSPAPER:** Designate The Morning Times and Press & Sun

Bulletin as the official newspaper for the Town

Of Nichols, and the Tioga County Courier as the alternate newspaper.

**DEPUTY SUPERVISOR:** Appoint Brenda Fay Pelotte as Deputy Supervisor for

The Town of Nichols.

**SIGNING OF CHECKS:** Authorize Brenda Fay Pelotte to sign checks in the absence of

Supervisor Woods.

**CONFIDENTIAL SECRETARY:** Appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_ as Confidential Secretary for the

Town of Nichols, and authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to make

Inter-fund transfers, bank deposits and print checks for

Voucher payments.

**ACCOUNTING FIRM:** Appoint EFPR Solutions Staffing & Outsourcing 100 South

Clinton Ave, Suite 1500 Rochester, NY for The Town

To prepare monthly bookkeeping, voucher review and

Support, process payroll including payroll tax filing and depositing,

Payroll reports through ADP RUN, W-2’s, NYS Retirement reporting.

Monthly reconciling and reporting, Annual 1099 preparation and

Filing, closing the accounting records at year end from cash basis to

modified Accrual. Preparation of Annual Update documents and that

notes that explain the content of the report, assistance with

preparation of annual Budget and complying with NYS Tax Cap filing

Requirements.

At a cost $ 34,080 ($2,840 per month) January 1, 2023 to December

31, 2023. If Additional services needed not in their fixed fee the rate

Hourly Rate: Partner or Director $ 125 per hour

Senior Associate $ 95 per hour

Associate $ 85 per hour

**ASSESSOR:**  Appoint Denise Spaulding as Assessor for the Town of Nichols

Appointed July 9, 2019

Term left: 2.5 years

**CHIEF FISCAL OFFICER:** Appoint Esther Woods as Chief Fiscal Officer for the Town of

Nichols.

**LEGAL ADVISOR:**  Appoint Coughlin & Gerhart, LLP as Legal Advisors for the Town of

Nichols

**COURT CLERKS:**  Appoint Karen Vinti as Court Clerk for Justice Sandra Lute, Mary

Caldwell as Court Clerk for Justice Michael Grinage and Cathy Root

As Deputy Court Clerk.

**DOG CONTROL OFFICER**: Appoint Rick Kie as Dog Control officer for the Town of Nichols

**DOG ENUMERATOR**: Appoint Rick Kie as Dog Enumerator for the Town of Nichols

**DEPUTY DOG CONTROL**: Appoint as Deputy DCO for the Town of Nichols

**CONSTABLE:**  Recommend use of a Deputy from the Tioga County Sheriff’s

Department, to be paid on a fee basis.

**HISTORIAN:** Appoint Kem Hart-Baker as Historian for the Town of Nichols

**CODE ENFORCEMENT**: Appoint Martin Jerzak as Code Enforcement Officer for the

Town of Nichols.

**DEPUTY CEO:**  Appoint as Deputy Code Enforcement Officer for the

Town of Nichols

**WEBSITE MANAGER:** Appoint \_\_\_\_\_\_\_\_\_\_\_ as Website Manager for Town of Nichols

**HUMAN RESOURCE**  Appoint \_\_\_\_\_\_\_\_\_\_\_\_ as Human Resource officer for Town of

**OFFICER:**  Nichols

**PLANNING BOARD**: Appoint Ken Snowden as Planning Board Chair, Jayne Stoltzfuz as

Alternate Chair, to the Planning Board for the Town of Nichols.

Appoint the following Planning Board Member & term

Marcy Hill for 5 years

William Leonard for 4 years

Ken Snowden for 3 years

Paul Campbell for 2 years

Jayne Stoltzfus for 1 year

**ZONING BOARD**: Appoint Stephen Lounsberry as Zoning Board Chair, Steve

Varga as Alternate Chair for the Town of Nichols. Appoint

the following Zoning Board Member & term

Steven Varga for 5 Years

Randy Thetga for 4 years

Stephen Lounsberry for 3 years

Amy Moesch for 2 year

John Kopacko for 1 year

Lynn Wagner for Alternate

**ASSESESSMENT**  Appoint Howard Visscher as Assessment Appeals Board Chair

**APPEALS BOARD** and the following Assessment Appeals Board members:

Howard Visscher

Howard Stoltzfus

**LIBRARY BOARD**  Appoint the following Cady Library Board Members:

Anne Howard

Virginia Okrasinski

Karen Rathke

Debora Stubecki

John Kopacko

**REGISTRAR**  Appoint Karen Hall as Registrar for the Town of Nichols

**OFFICE PERSONNEL**  Establish that the Town Board must approve any expenditure over

The amount of $ 50.00 and no credit card purchases without prior

Town Board approval.

**HIGHWAY PERSONNEL** Establish that the Town Board must approve any expenditure

Over the amount of $ 2,000.00

**BUILDING & GROUNDS**  Establish that the Town Board must approve any expenditures

over the amount of $ 2,000.00

**COMMITTEES**  Appoint the following Committees

- Buildings & Grounds Bill Middleton

- Public Health & Safety Roseann Cole

- Planning Board Brenda Fay-Pelotte

- Recreation Ladd Yost

Delegates to Tioga County Board:

- Reap - Roseann Cole

**DIRECTOR OF**  Robert Nugent was hired in 2021 as Utilities Superintendent for

**UTILITIES** the Town of Nichols.

**DEPUTY UTILITIES**  Appoint David VanDusen Jr. as Deputy Utilities Superintendent

For the Town of Nichols.

**DIRECTOR BUILDING &**  Ray Thegta Jr was hired in 2019 as Director of Building & **GROUNDS** Grounds for the Town of Nichols.

**BUILDING CUSTODIAN**  Hire J’s Clean Sweep as Custodian for the Town of Nichols

**MILAGE RATE**  Establish IRS Mileage standards for reimbursement of Town

personnel when traveling for Town business using personal

vehicles, with the exception of, regular Town meetings. The Town

of Nichols does not pay mileage for travel between home and

town offices, buildings or facilities.

**HOTEL,MEALS**  Establish $ 50.00 per day allowance for Town Officials

**INCIDENTALS** When out of Town on Business.

**UNEMPLOYMENT**  Adopt Reimbursement Method for Unemployment Insurance.

**INSURANCE**

**SEASONAL/TEMP CDL**  Establish that: 1) Employees with a CDL called into work on an

Irregular basis be paid a minimum of $ 20.00 per hour; and 2)

Seasonal/Temporary employees be paid a minimum of $ 15.50

Per hour. Salary to be set by Highway Superintendent or

Director of Building & Grounds, and the Town Board based on

Employee’s work experience.

**PURCHASE OF SAND**  Authorize purchase of sand from a qualified supplier not to

Exceed the State/County bid price.

**GRAVEL & STONE**  Authorize the purchase of Gravel & sand from a qualified

Supplier not to exceed the State/County bid price.

**PATCHING MATERIALS**  Authorize the purchase of patching material from a qualified

Supplier not to exceed the State/County bid price.

**RESOLUTION # 1 of 2023**  The motion to adopt the resolution # 1 of 2023 made by

Esther Woods, 2nd B. Fay-Pelotte to approve the

appointments and conditions as presented:

**ROLL VOTE:**  Bill Middleton \_\_\_\_\_

Roseann Cole Aye

Ladd Yost Aye

Brenda Fay-Pelotte Aye

Esther Woods Aye

**ASSESSMENT REVIEW**  Member, per day $ 70.00

Chairman, per day 80.00

**TO BE PAID ANNUALLY** Dog Enumerator (per dog) 2.00

**TO BE PAID SEMI-ANNUALLY** Historian

(paid $ 500.00 in June & December) $ 1,000.00

**TO BE PAID PER MEETING** Planning Board, per meeting $ 50.00

To only those members who attend.

Zoning Board, per meeting, to only $ 50.00

Those members who attend. Each member

Is required to fill out a voucher for payment.

**TO BE PAID MONTHLY**

Assessor

Chief Fiscal officer

Code Enforcement officer

Deputy CEO

Dog Control Officer

Deputy Dog Control Officer

Justice Grinage

Justice Lute

Supervisor

Deputy Supervisor

Accounting Services

Confidential Secretary

Town Board Members ( 4, each)

Court Clerks:

Karen Vinti

Mary Caldwell

Deputy Court Clerk

Cathy Root

Town Hall Custodian

Legal Advisor

**TO BE PAID BI-WEEKLY**  Town Clerk

Deputy Town Clerks:

Director of Building & Grounds

Seasonal Laborer

Summer Laborer

Director of Utilities

Deputy Director of Utilities

Utilities Laborer

Part-time Personnel

Highway Superintendent

Deputy Highway Foreman

Highway employees

**HEALTH INSURANCE & OTHER BENEFITS**

Shall be regulated by the Town of Nichols Employee

Handbook for all Full time & Part time employees

**HEALTH INSURANCE FOR RETIREES**

Must have 20 years of service, will only pay single

Coverage for employee, once reach 65 years of age

Will pay “Medicare rate only.”

**RESOLUTION # 2 of 2023**  The motion to adopt the resolution # 2 of 2023 made by

Esther Woods, 2nd B. Fay-Pelotte to approve wages,

salaries, and benefits of the Town of Nichols as presented.

**ROLL VOTE**  Bill Middleton \_\_\_\_\_\_\_\_\_

Roseann Cole Aye

Ladd Yost Aye

Brenda Fay-Pelotte Aye

Esther Woods Aye

**EXECUTIVE SESSION** Motion to go into Executive Session at 6:27 pm pursuant to public officers’ law 105 to discuss legal matters made by E. Woods 2nd by R. Cole.

Roll Vote;

R. Cole (aye), B. Fay-Pelotte (aye), L. Yost (aye) and E. Woods (aye).

Carried 4 aye – 1 absent – 0 nay - 0 abstain

**ADJOURNED** The motion to adjourn the Organizational Meeting was

made at 7:50 pm by R. Cole 2nd by B. Fay-Pelotte.

Roll Vote;

R. Cole (aye), B. Fay-Pelotte (aye), L. Yost (aye) and E. Woods (aye).

Carried 4 aye – 1 absent – 0 nay - 0 abstain

Respectfully submitted

Karen Hall

January 10, 2023