

Town of Nichols
Organizational Meeting
139 Roki Blvd
Nichols, NY 13812 Tioga County
January 2, 2024

The Organizational Meeting of the Nichols Town Board was called to order by Supervisor Esther Woods at 6:00 pm in the NES. Board Members present: Rose Cole, Brenda Fay-Pelotte, Ladd Yost.

Others present: Kem Hart-Baker, Will Heveland, and Marcy Hill, Town Clerk

REGULAR MEETINGS: Establish that all regular board meetings will be held on the 2nd Tuesday at 6:00 pm. If an additional meeting is needed a session will be established.

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. Also allow transfers in and out of NYCLASS accounts.

NEWSPAPER: Designate The Morning Times as the official 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 Melanie Sinsabaugh as Confidential Secretary for the Town of Nichols, and authorize Melanie Sinsabaugh to make Inter-fund transfers, bank deposits and print checks for Voucher payments.

ACCOUNTING FIRM: Appoint Local Government Support Services PO Box 2851 Liverpool, NY

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, 2024 to December 31, 2024. 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 October 1, 2019
Term ends: September 30, 2025
- CHIEF FISCAL OFFICER:** Appoint Esther Woods as Chief Fiscal Office for the Town of Nichols.
- LEGAL ADVISOR:** Appoint Coughlin & Gerhart, LLP as Legal Advisors for the Town of Nichols
- COURT CLERKS:** Appoint Cathi Root as Court Clerk for Justice Sandra Lute, Mary Caldwell as Court Clerk for Justice Michael Grinage and Alexis Lamb As Deputy Court Clerk.
- DOG CONTROL OFFICER:** Contract with Town of Owego
- DOG ENUMERATOR:** Contract with Town of Owego
- 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 Douglas Chrzanowski as Code Enforcement Officer for the Town of Nichols.
- PLANNING BOARD:** Appoint Dale Kersten 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

Dale Kersten 4 years
Benjamin Hobbs 4 years
William Leonard 3 year
Paul Campbell 1 year
Jayne Stoltzfus 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 -5 year
Stephen Lounsberry 4 year
Amy Moesch 2 year
John Kopacko 1 year
Lynn Wagner 1 year

ASSESSMENT APPEALS BOARD Appoint Howard Visscher as Assessment Appeals Board Chair and the following Assessment Appeals Board members:

Howard Visscher
Howard Stoltzfus

LIBRARY BOARD Appoint the following Cady Library Board Members
Virginia Okrasinski
Karen Rathke
Debora Stubecki
John Kopacko

REGISTRAR Appoint Marcy Hill 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 SUPERINTENDENT: 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 Esther Woods
- Highway, Water & Sewer Roseann Cole
- Planning, Zoning Board, Code Brenda Fay-Pelotte
- Library & Employee Benefits Ladd Yost

Delegates to Tioga County Board:

- Reap - Roseann Cole
- LEPC- Rosanne Cole
- Hazard Mitigation

DIRECTOR OF UTILITIES

Robert Nugent was hired in 2021 as Utilities Superintendent for the Town of Nichols.

DEPUTY UTILITIES

Appoint David VanDusen Jr. as Deputy Utilities Superintendent For the Town of Nichols.

DIRECTOR BUILDING & GROUNDS

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

BUILDING CLEANING SERVICES

Class A Cleaning Services for Cleaning services at all Town buildings

MILEAGE RATE

Establish IRS Mileage standards for reimbursement of Town personnel when traveling for Town business using personal vehicles, except for, regular Town meetings. The Town of Nichols does not pay mileage for travel between home and town offices, buildings or facilities.

MEALS ALLOWANCE

Establish \$ 50.00 per day allowance for Town Officials When out of Town on Business.

UNEMPLOYMENT INSURANCE

Adopt Reimbursement Method for Unemployment 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 2024 The motion to adopt the resolution # 1 of 2024 made by Esther Woods, 2nd B. Fay-Pelotte to approve the Appointments and conditions as presented:

ROLL VOTE:

Roseann Cole	<u>Aye</u>
Ladd Yost	<u>Aye</u>
Brenda Fay Pelotte	<u>Aye</u>
Esther Woods	<u>Aye</u>

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.
Each member is required to fill out a voucher for payment.

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
Justices
Supervisor
Deputy Supervisor
Accounting Services
Town Board Members (4, each)
Court Clerks
Deputy Court Clerk

TO BE PAID BI-WEEKLY

Town Clerk
Deputy Town Clerk
Director of Building & Grounds
Confidential Secretary
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 and Elected Officials.

HEALTH INSURANCE FOR RETIREES

Must have 20 years of service, will only pay single Coverage for employee, once Medicare eligibility is met.

RESOLUTION # 2 of 2024

The motion to adopt the resolution # 2 of 2024 made by Esther Woods, 2nd Rose Cole to approve wages,

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

ROLL VOTE

Roseann Cole	<u>Aye</u>
Ladd Yost	<u>Aye</u>
Brenda Fay Pelotte	<u>Aye</u>
Esther Woods	<u>Aye</u>

ADJOURNED

The motion to adjourn the Organizational Meeting was
Made at 6:30 by Rose Cole and 2nd by B. Fay-Pelotte.