

Town of Nichols
Organizational Meeting
PO Box 359, 54 East River Rd.
Nichols, NY 13812 Tioga County
January 3, 2022

The Organizational Meeting of the Nichols Town Board was called to order by Supervisor Kevin Engelbert at 10:00 AM in the Nichols Town Hall. Board Members present: Roseann Cole, Bill Middleton, Esther Woods. Others present: Town Clerk Karen Hall, Highway Superintendent Will Heveland, and Brian Cole.

REGULAR MEETINGS	Establish that all regular board meetings will be held on the 2 nd Tuesday and 4 th Wednesday of each month at 7:00 pm in the Nichols Town Hall 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 Tioga County Courier and The Morning Times as the official newspapers for the Town of Nichols, and the Press & Sun/Bulletin and Owego Pennysaver as the alternate newspapers.
DEPUTY SUPERVISOR	Appoint Bill Middleton as Deputy Supervisor for the Town of Nichols.
SIGNING OF CHECKS	Authorize Bill Middleton to sign checks in the absence of Supervisor Engelbert.
BOOKKEEPER	Appoint Melanie Sinsabaugh as Bookkeeper for the Town of Nichols, and authorize Melanie Sinsabaugh to make inter-fund transfers and bank deposits.
DEPUTY BOOKKEEPER	Vacant
BUDGET OFFICER	Appoint Kevin Engelbert as Budget Officer for the Town of Nichols.
SERVICE OFFICER	Appoint Kevin Engelbert as Service 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, Joyce Mantei as Court Clerk for Justice Michael Grinage, and Mary Caldwell as Deputy Court Clerk.
DOG CONTROL OFFICER	Appoint Laurie Maciak as Dog Control Officer for the Town of Nichols.
DOG ENUMERATOR	Appoint Laurie Maciak 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 Robert Huseby as Deputy Code Enforcement Officer for the Town of Nichols.
PLANNING BOARD	Appoint Ken Snowden as Planning Board Chair, Brenda Fay-Pelotte as Alternate Chair, and Marcy Hill as Secretary to the Planning Board for the Town of Nichols. Appoint the following Planning Board Member & term: William Leonard for 5 years Ken Snowden for 4 years Paul Campbell for 3 years Jayne Stoltzfus for 2 years Marcy Hill for 1 year
ZONING BOARD	Appoint Stephen Lounsberry as Zoning Board Chair, _____ as Alternate Chair and Christopher Williams as Secretary to the Zoning Board for the Town of Nichols. Appoint the following Zoning Board Member & term: Stephen Lounsberry for 5 years Ryan Middleton for 4 years _____ for 3 years Dot Richter for 2 years Ray Thetga, Jr. for 1 year

_____ as an Alternate Member for 1 year

ASSESSMENT APPEALS BOARD

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

Howard Visscher
William Leonard
Chester Spencer

LIBRARY BOARD

Appoint the following Cady Library Board Members:

Anne Howard
Virginia Okrasinski
Karen Rathke
Debora Stubecki
Caroline Yost
Mary Gleason
John Kopacko
Sally Schoonover

REGISTRAR

Appoint Karen Hall as Registrar and Shari Bill as Deputy 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, except for everyday expenses.

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 expenditure over the amount of \$2,000.00

COMMITTEES

Appoint the following committees:

-Buildings & Grounds	Bill Middleton
-Planning Board	Brenda Fay-Pelotte
-Summer Recreation	Esther Woods
-Public Health & Safety	Roseann Cole

Delegates to Tioga County:

-Planning Board	Pamela Moore
-REAP Board	_____

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 Thetga, Jr. was hired in 2019 as Director of Buildings & Grounds for the Town of Nichols

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

MILAGE RATE Establish \$0.45 per mile 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.

MEAL ALLOWANCE Establish \$50.00 per day for meal 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 in to work on an irregular basis be paid a minimum of \$15.00 per Hour; and 2) Seasonal/Temporary employees be paid a minimum of \$14.50 per hour. Salary to be set by the Highway Superintendent or Director of Building & Grounds, and the Town Board based on the employee's work experience.

PURCHASE OF SAND Authorize purchase of Sand from a qualified supplier not to exceed the state / county bid price.

GRAVEL AND STONE Authorize the purchase of Gravel and Stone 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 2021 The motion to adopt the resolution #1 of 2022 made by Kevin Engelbert, 2nd by Bill Middleton to approve the appointments and conditions as presented:

ROLL VOTE:

Roseann Cole	<u>Y</u>
Bill Middleton	<u>Y</u>
Esther Woods	<u>Y</u>

Brenda Fay-Pelotte A
 Kevin Engelbert Y Carried 4-0-1

GRIEVENCE REVIEW Member, per day \$ 70.00
 Chairman, per day \$ 80.00

TO BE PAID ANNUALLY Budget Officer \$ 2,000.00
 Dog Enumerator (per dog) \$ 2.00

TO BE PAID SEMI-ANNUALLY Historian (paid \$500 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 voucher for payment.

TO BE PAID MONTHLY

	Annual Salary / Hourly Wage
Assessor	\$ 19,000.00
Code Enforcement Officer	\$ 14,000.00
Deputy CEO	\$ 20.00 per hr.
Dog Control Officer	\$ 9,000.00
Deputy Dog Control Officer	\$ 15.00 per hr.
Justice Grinage	\$ 18,000.00
Justice Lute	\$ 17,000.00
Supervisor	\$ 25,000.00
Deputy Supervisor	\$ 5,000.00
Bookkeeper	\$ 21,000.00
Deputy Bookkeeper	\$ 16.00 per hr.
Town Board Members (4, each)	\$ 7,000.00
Court Clerks:	
Karen Vinti	\$ 16.50 per hr.
Joyce Mantei	\$ 16.00 per hr.
Deputy Court Clerk Barbara Caldwell	\$ 15.50 per hr.
Town Hall Custodian	\$ 75.00 per wk.
Legal Advisor	current rate

TO BE PAID BI-WEEKLY Town Clerk \$ 32,000.00

Deputy Town Clerks:	
Shari Bill	\$ 14.00 per hr.
Barbara Ann Mosier	\$ 13.50 per hr.
Director of Buildings & Grounds	\$ 46,000

Tim Mills	\$ 15.50 per hr.
Nathan Bill	\$ 15.00 per hr.
Director of Utilities	\$ 61,000.00
Deputy Director of Utilities	\$ 18.50 per hr.
Utilities Laborer	\$ 15.50 per hr.
Part-Time Personnel	\$ 14.50 per hr.
Highway Superintendent	\$ 57,000.00
Deputy Highway Superintendent	\$ +1.00 per hr.**
Highway Foreman	\$ +0.50 per hr.*
Jeff Blow	\$ 20.75 per hr.
Shane Spinner*	\$ 18.75 per hr.
Harold Hall	\$ 17.50 per hr.
Brandon Sickler	\$ 17.50 per hr.
Tyler Bowen	\$ 17.50 per hr.

**HEALTH INSURANCE AND
OTHER BENEFITS**

The Town of Nichols will provide Health Insurance coverage to full time employees (employees working a minimum of 30 hours per week), the Utilities Superintendent, the Director of Buildings & Grounds, and the Town Supervisor. The Town will pay 85% of the premiums and also provide one \$400.00 per year stipend to be used for deductibles, co-pays, prescriptions, dental and vision expenses. Receipts must be submitted to receive reimbursement, and each person's account zeros out at the end of 2021 regardless of usage.

In lieu of salary, a Town Board Member may obtain health insurance through the Town by paying 15% of the Individual Subscriber monthly premium, with the Town responsible for 85% of the premiums. Town Board Members may obtain additional coverage (Subscriber/Spouse, Subscriber/Child, or Family) by paying 100% of the additional cost involved. Regardless of which plan is chosen, premiums must be paid to the Town before they are due. For Board Members obtaining health insurance via the Town, the Town will also provide one (1) stipend per year of \$300.00 for each coverage option.

All other Town of Nichols personnel may obtain any of the four (4) health insurance coverages via the Town, but the Town must be fully reimbursed by said personnel, on a monthly basis, for 100% of the premiums incurred before they are due.

Benefits for full-time employees (sick days, holidays, personal days, and vacations days) will be based on previous contracts.

If receiving retirement for full time employment, Highway employees must work a 40-hour week. If any other employee is receiving retirement for full time employment, they must work at minimum a

30-hour week. All part time employees receiving retirement benefits, will receive hours worked credited to their retirement.

Town of Nichols personnel who have served the Town for twenty (20) years or more (non-contiguous years) will be provided full health insurance coverage from the time of retirement until they become eligible for Medicare/Medicaid. In the event of said personnel's passing, their spouse will continue to receive the same benefits.

When retired Town personnel (twenty or more years of service) become eligible for Medicaid/Medicare, the Town will then provide supplemental insurance under the same criteria.

Current Town of Nichols personnel who have served the Town for less than twenty (20) years, but for ten (10) years or more, will be eligible to obtain insurance through the Town upon retirement, but they must pay 50% of the premiums. The same scenario applies after said personnel qualifies for Medicaid/Medicare, and with regard to their spouse in the event of said personnel's passing.

Any Town personnel (current or retired) not obtaining health insurance through the Town presently may do so at any time in the future, with the above criteria determining the level and type of coverage.

RESOLUTION #2 OF 2021

The motion to adopt the resolution #2 of 2022 made by Kevin Engelbert, 2nd by Bill Middleton to approve the wages, salaries, and benefits of the Town of Nichols personnel as presented.

ROLL VOTE

Roseann Cole	<u>Y</u>
Brenda Fay-Pelotte	<u>A</u>
Bill Middleton	<u>Y</u>
Esther Woods	<u>Y</u>
Kevin Engelbert	<u>Y</u>

Carried 4-0-1

ADJOURNED

The motion to adjourn the Organizational Meeting was made at 10:50 AM by Bill Middleton, 2nd by Roseann Cole Carried 4-0-1

Karen Hall
Nichols Town Clerk