



ORGANIZATIONAL MEETING FOR 2024
BRISTOL TOWN BOARD
01/06/2024

<u>ITEM</u>	<u>RECOMMENDATIONS</u>
1. Set Night, Place & Time of Meeting; Dates as follows: Jan 8, Feb 12, Mar 11, Apr 8, May 13, June 10, July 8, Aug 12, Sept. 9, Oct 15, Nov 12, Dec 9. Meeting called to order at 6:30 PM. (Dates subject to change if necessary).	Bristol Town Hall 2 nd Monday of Month
2. Designate Depository for Supervisor, Town Clerk, Town Justice	Canandaigua National Bank & Trust
3. Designate Official Town Newspaper	Daily Messenger Gannett
<u>APPOINTMENTS</u>	
1. Supervisor Designates Deputy Supervisor	Chris Hart
2. Town Clerk Designates: Deputy Town Clerk Deputy Town Clerk	Elizabeth Thomas Patricia Clark
3. Town Board Appoints Budget Officer	Fred Stresing
4. Supervisor Appoints Comptroller/Bookkeeper	LGSS LLC
5. Highway Supt. Designates Deputy Superintendent	Peter Ross
6. Highway Supt. Designates Comptroller/bookkeeper	LGSS LLC
7. Town Board Designates: Code Permits & Inspections, Zoning Determinations Code Enforcement	Dale Zukaitis Ontario Co.
8. Town Board Appoints Chairperson, Planning Board	Justin Steinbach
9. Town Board Appoints Chairperson, ZBA	Marty Snyder
10. Town Board Appoints Attorney for the Town	William R. Kenyon Edward (Russ) Kenyon Boylan Code, LLC
11. Town Board Appoints Town Engineer	MRB Group
12. Town Board Appoints Town Historian	Elizabeth Thomas
13. Town Board Appoints Registrar Deputy Registrar	Karen Maczynski Elizabeth Thomas
14. Judge Appoints Clerk to the Town Court	Cherie Berry
15. Town Board Appoints Custodial Worker	Lisa Paul
16. Town Board Appoints Transfer Site Custodian	OPEN
17. Town Board Appoints Personnel Secretary & Account Clerk Typist	Karen Maczynski
18. Town Board Appoints clerk & typist ZBA/Plan Boards	Donna Beretta
19. Town Board Appoints Sec (typist P.T.) Code Office	Sandra Riker
20. Town Board Appoints to the Board of Ethics (3-year term 1/1/23-12/31/25)	Jennifer Vanhouten Kris Larson OPEN
21. Town Board Appoints to the Zoning Board of Appeals	attachment

- | | |
|---|--|
| 22. Town Board Appoints to the Planning Board | attachment |
| 23. Town Board reappoints <i>alternate</i> member to the Planning and Zoning Board of Appeals (1/1/2024-12/31/2024) | OPEN |
| 24. Town Board reappoints Honeoye Lake Watershed Representative (1-year appointment 1/1/2024-12/31/2024) | Lauren Bolonda |
| 25. Town Board appoints Canandaigua Watershed Representative (1/1/2024-12/31/2024) | Fred Stresing |
| 26. Town Board appoints Highway Planning Committee (1/1/2024-12/31/2024) | Highway Supt,
Ron Wilson
Tom Stevens
Chris Hart
Fred Stresing
John Bolonda |
| 27. Town Board reappoints Park Commissioner (1/1/2024-12/31/2024) | Thomas Stevens |
| 28. Town Board appoints Park Ranger (1/1/2024-12/31/2024) | Fred Stresing |
| 29. Town Board appoints Personnel Committee | Ad hoc chairman of relevant committee |
| 30. Chief Negotiator (1/1/2024-12/31/2024) | Fred Stresing |
| 31. Bristol's NIMS point of contact (1/1/2024-12/31/2024) | Fred Stresing
Peter Ross |
| 32. Agriculture Advisory Committee | Jeff Harter
M. Phillip Munson, Jr
Karen Ellmore
Robert Stryker
Daryl Howard |
| 33. Ordinance Advisory Committee | Marty Snyder
Patti Giordano
Karen Ellmore
John Krebbeks
Joann Rogers
Ralph Brandt |

TOWN OF BRISTOL
2024 ORGANIZATIONAL SALARIES

**2024
BUDGET**

Bi-Weekly Paid thru PAYROLL

A1220.100	Supervisor	\$ 19,760.00
A1340.100	Budget Officer	\$ 4,530.00
A1355.100	Assessor	\$ 40,000.00
A1410.100	Town Clerk	\$ 55,120.00
A1430.100	Personnel	\$ 11,000.00
A4020.100	Registrar	\$ 212.00
A5010.100	Hwy Superintendent	\$ 70,720.00
A1110.100	Justice	\$ 13,000.00
A1110.102	Justice Clerk	\$ 8,570.00

Paid by Voucher

A8160.400	Transfer Custodian	\$ 10,000.00
A1355.401	B.A.R	\$ 1,250.00

Quarterly Paid thru PAYROLL

A7510.100	Historian	\$ 1,770.00	
A7110.103	Parks Commissioner	\$ 3,224.00	
A1010.100	Town Council Members-4	\$ 13,132.00	\$ 3,283. each
A8010.104	ZBA Chair	\$ 900.00	
A8010.105	ZBA Members-4	\$ 2,400.00	\$ 600. each
A8020.104	Plan Board Chair	\$ 1,500.00	
A8020.105	Plan Board Members-4	\$ 2,400.00	\$ 600. each

Hourly paid Bi-Weekly thru PAYROLL

			\$/HR
A1410.102	Dep Town Clerk	\$ 4,000	\$ 22.00
A8010.100	Code Officer	\$ 55,000	\$ 55.00
A8010.106	ZBA Secretary	\$ 23,500	\$ 22.00
A8020.106	Planning Secretary	\$ 8,000	\$ 22.00
A8010.101	Code Office Secretary	\$ 2,000	\$ 22.00
A1620.100	Custodian	\$ 4,000	\$ 18.00
A7110.100	Laborer - Parks	\$ 9,500	\$ 19.00
A8810.100	Laborer - Cemetery	\$ 2,583	\$ 25.00

Hourly Highway Dept. Union employees paid thru PAYROLL according to contract.

An employee assigned as Deputy Superintendent shall earn \$ 0.10 more per hour than rates

ARTICLE 8 – Union Rate	Per contract
8.1 Employees shall receive wage increases as follows:	
Effective January 1, 2024:	4% (\$29.54)
Effective January 1, 2025:	4% (\$30.72)
Effective January 1, 2026:	4% (\$31.95)

SPECIAL RATES

Town Engineer as needed up to annual rate of 3,000.00

The following is a definition for a full-time employee as it relates to elected officials and employees appointed by the Bristol Town Board and Highway Superintendent: An employee whose scheduled work week will average at least forty (40) hours per week, during an entire calendar year.

The following is a definition for a part time employee as it relates to elected officials and employees appointed by the Bristol Town Board and/or Highway Superintendent: An employee whose scheduled work week will average a minimum of twenty (20) hours per week during and a maximum of thirty-nine (39) hours per week during an entire calendar year. Seasonal employees and part time employees working less than twenty (20) hours/week or gross salary less than \$15,000 shall

not be eligible for benefits. Employees who exceed \$15,000 will have their part-time benefits based on gross wages and not on hourly employment.

BENEFITS - TOWN POLICY FOR FULL TIME EMPLOYEES AND ELECTED OFFICIALS AND OFFICE OF THE APPOINTED SOLE ASSESSOR.

Health

Insurance:

Full-time elected officials shall pay 10% if their health insurance premiums of Simply Blue Plus Platinum2 or its equivalent and will be eligible for HRA. The appointed Sole Assessor shall pay 25% of a single premium annual cost or 50% of group (couple or family) insurance premium of SimplyBlue Plus Platinum 2 and will be eligible for HRA. Half-time or less elected officials shall pay 50% of their annual insurance premium.

Holidays: New Year's Day, Martin Luther King's Day, President's Day, Good Friday, Memorial Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Friday after Thanksgiving, Christmas, and one (1) Floating Holiday.

Vacation: 10 days after 1 year of service
15 days after 5 years of service
16 days after 7 years of service
17 days after 9 years of service
18 days after 11 years of service
19 days after 13 years of service
20 days after 15 years of service
21 days after 16 years of service
22 days after 17 years of service
23 days after 18 years of service
24 days after 19 years of service
25 days after 20 years of service

Bereavement:

An employee who has been continuously employed for at least six (6) months shall be granted bereavement leave not to exceed (1) day, and an employee with at least one full year shall be granted leave, not to exceed three (3) days. Bereavement leave will be granted due to the death of a spouse, mother, father, children, brother, sister, mother and father-in-law, grandchildren, grandparents, grandparents-in-law, brother or sister-in-law, aunt, uncle, niece, nephew, or persons living within the household.

Jury Duty: An employee who is required to serve on a jury or as a witness in a court case will be entitled to their regular salary for the necessary period. Employees requesting jury duty leave shall submit to the Supervisor a copy of the Court Order or Subpoena along with any juror or witness fees, or compensation. Employees receiving approved jury duty or court leave will not be required to turn in payments for expense reimbursements paid through the Court system (such as meal and mileage allowances).

Highway Employees:

See Union Contract

BENEFITS - PART-TIME EMPLOYEES

Health

Insurance:

Simply Blue Plus Platinum2 or an equivalent plan premium shall be available under a group rate. (1/2 rate of a single premium; ¼ rate of a family premium. Eligibility shall be based on an annual salary in excess of \$15,000 and others by Town Board resolution.

Vacation: 4 hours on Legal Holidays
5 days (20 hours) after 1 year of service
7 ½ days (30 hours) after 5 years of service
8 days (32 hours) after 7 years of service
8 ½ days (34 hours) after 9 years of service
9 days (36 hours) after 11 years of service
9 ½ days (38 hours) after 13 years of service
10 days (40 hours) after 15 years of service
10 ½ days (42 hours) after 16 years of service
11 days (44 hours) after 17 years of service

11 ½ days (46 hours) after 18 years of service
12 days (48 hours) after 19 years of service
12 ½ days (50 hours) after 20 years of service

All calculations have been based on a 20-hour work week. Part-time employees, approved for more than 20 hours, shall receive vacation time commensurate to the actual hours worked.

Overtime: No overtime unless authorized by Town Supervisor or Highway Superintendent.

MISCELLANEOUS:

Rules of Call meeting to order, Flag salute, Privilege of the Floor, Order: Reading of minutes if requested by a Board member, Transfers, Payment of Bills, Committee reports, Unfinished Business and New Business.

Agendas: The Supervisor shall within 24 hours preceding any regular scheduled meeting have available the agenda for all Board members.

Vouchers: The Town Clerk shall have available for all Board members all vouchers and corresponding vendor invoices for the purpose of audit at regular scheduled Town Board meetings.

Investment Pursuant to Section 6F & 11 of the General Municipal Law, Be it Policy: hereby resolved that the following policy be adopted:
A - The supervisor is responsible for making all investments.
B - Funds will be invested in Savings Accounts, either Money Market, Certificates of Deposit or a financial Institution's equivalent at the highest rate of interest that is available.
C - All funds in excess of the amount insured by F.D.I.C. will be secured by pledges of collateral.

(AUD) Annual Pursuant to Section 29 10-10-2 of the Town Law, that the Town Report: Board permits the Supervisor to file a copy of the Annual Report of Finances to the State Comptroller by March 1, 2024, and a copy to the Town Clerk instead of the Annual Report due in February and to use the short form of publication in the newspaper.

Claims: Authorize the Supervisor to pay all claims provided that they are submitted on a printed claim form and are certified by the official presenting the claim. Authorize the Supervisor to make payments on bills that come due prior to the monthly audit to obtain discounts granted and/or to avoid late penalties.

Contracts: Authorize the Supervisor to enter into agreements and sign contracts for the Town of Bristol for such organizations as Fire Department, Library, Transfer Site Custodian, Richmond Recreation, Town of East Bloomfield, Dependable Disposal, LLC, LGSS, LLC, and annual Animal Control Agreement, Justice Court Security Agreement, and other State & County Contracts with the approval of the Town Board.

Intermunicipal Agreements: The Town Board may consider an intermunicipal provision or extension of a function, service, or facility within or outside of Bristol. If such a recommendation is acceptable to the Town Board, such function, power, or duty shall be provided, and the means of financing determined.

Mileage: The rate of mileage allowed for all Town Officials provided that prior approval is given will be the standard mileage rate established by the IRS.

Conferences: The Town will pay the reasonable and necessary cost of transportation, tuition or registration fees for conferences, workshops or any other job-related educational courses which have been approved by the Town Board. Employees will be expected to present reasonable documentation for which reimbursement is sought.

Business Meetings: The Town will pay the reasonable transportation costs for all full and part time employees. The Town will similarly pay a meal allowance of up to twenty-five dollars upon presentation of a receipt for conferences of six hours or more. If the employee expects

reimbursement for any related costs, that employee must seek prior approval of the Town Board.

Website: The Town Board maintains a website; TOWNOFBRISTOL.ORG, addressing newsworthy items from the various Boards and Offices of the Town of Bristol.

Hwy Supt. Authorize the Highway Superintendent to spend up to \$2,500 without prior approval from the Town Board for the purchase of tools and other items incidental to the maintenance and operation of the Highway Department.

Inventory: The Highway Superintendent is to take an annual inventory of all tools and equipment. Logs are to be kept for all repairs on equipment and machinery in excess of \$1000.

Service
Plaque: Any employee of the Town of Bristol who has served the Town for 20 years shall receive a plaque or Certificate of Appreciation for their service.

Purchasing: The Town of Bristol adopts the attached Purchasing Guidelines from 2020.

Bids: The Town of Bristol, whenever possible, will utilize the bids of Ontario County or surrounding counties/municipalities and the NYS Office of General Services for supplies and service(s).

Petty Cash: Authorize the Supervisor to set up a petty cash fund of \$150.00 to be handled by the Town Clerk and \$150 in rolled quarter for the water station.

Wastewater Qualified Inspectors Review

Review of qualified wastewater inspectors list for septic system review.

Conflict of Interest Policy attachment

Summary of Elected and Appointed Officials attachment

Motion

A motion was made by Council Member Giordano, to approve the above stated recommendations for appointments, salaries, benefits, and other authorizations, seconded by Council Member Hart followed by a roll-call vote as listed below and motion carried.

Submitted to Roll Call Vote:

The question of the adoption of the resolution was duly put to a vote which resulted as follows:

Supervisor Stresing	Yes
Council Member Giordano	Yes
Council Member Bolonda	Necessarily Absent
Council Member Hart	Yes
Council Member OPEN SEAT	

Organizational minutes adopted January 6, 2024.

Respectfully Submitted,

Karen Maczynski
Town Clerk



Town of Bristol Policy on Conflict of Interest

The Town of Bristol serves the community, and as such, operates in a role that calls for a high degree of community trust. Because the Town's activities are subject to public scrutiny, conscientious efforts must be continually taken to maintain the confidence of the community and to avoid circumstances which might lead to harmful conflict of interest and lessen credibility in government.

Therefore, it is the policy of the Town of Bristol that its' elected and appointed officials, key employees, and volunteers (hereinafter collectively referred to as "representatives") should not, on behalf of the Town, engage in any business or professional activity with persons or organizations where that activity might result in personal benefit to the Town representative, and thereby result in a conflict of interest.

Town representatives should not accept gifts, monies, or entertainment of significant value or other gratuities from persons outside the organization who propose to enter, or who have already entered into a business or professional relationship with the Town or otherwise deal preferentially with suppliers and others where personal gains accrue to the representative.

Town representatives shall exercise their best judgment for the benefit of the Town of Bristol and shall refrain from being influenced by personal considerations of any kind in the performance of their duties.

Town representatives shall avoid employment, investments, and personal interests which may work to the disadvantage of the Town of Bristol.

Pursuant to this policy, Town representatives shall be required to file an annual disclosure statement with the Town of Bristol, Town Clerks office.

This policy is not intended to prohibit elected Town representatives, where such interests or transactions are not otherwise prohibited by law, from furnishing services, merchandise, equipment, or supplies to the Town of Bristol pursuant to an arms-length agreement or contracts for fair and reasonable consideration. However, all such contract arrangements or transactions and the terms thereof must be fully disclosed to the Town Supervisor and shall be at all times available for examination by the Town Board.



Town of Bristol
ANNUAL DISCLOSURE, CONFLICT OF INTEREST STATEMENT

Last Name	First Name	Initial
Title	Board or Agency	
Board or Agency Address		Telephone Number

I have read and am familiar with the Town of Bristol concerning Conflicts of Interest, and I have initialed the Box opposite the appropriate paragraph below. I understand that when this statement is filed, it becomes a public record subject to the NYS Freedom of Information Law.

1. To the best of my knowledge, I have had no interest nor taken any action which would contravene the policy: { }

2. To the best of my knowledge I have had no interest nor taken any action which would contravene the policy, except such interest or action which is fully disclosed below: { }

3. At this time, I am seeking a determination of whether the contemplated course of action described below may constitute a conflict of interest in contravention of the policy:

Date: _____ Signature: _____

Deliver to: Karen Maczynski, Town Clerk
Town of Bristol
6740 County Road 32
Canandaigua, NY 14424

TOWN OF BRISTOL
Elected and Appointed Officials

Fred Stresing, **SUPERVISOR** 2 Year Term
01/01/2024-12/31/2025
Elected Term expires 2025

TOWN BOARD 4 Year Term

Patricia Giordano 12/12/2024-12/31/2027
Elected Term Expires 2027

Lauren Bolonda 01/01/2022-12/31/2025
Elected Term Expires 2025

Christopher Hart 01/01/2024 - 12/31/2027
Elected Term Expires 2027

Seat **OPEN**

TOWN CLERK 4 Year Term

Karen Maczynski 01/01/2022 - 12/31/2025
Elected Term Expires 2025

HIGHWAY SUPERINTENDENT 2 Year Term

Ron Wilson 01/01/2024 - 12/31/2025
Elected Term Expires 2025

SOLE APPOINTED ASSESSOR 6 Year Term

Kelly Ducar Aug 12, 2019 - 09/30/2025
Appointed Term Expires 2025

TOWN JUSTICE 4 Year Term

Frank Beretta 01/01/2021- 12/31/2024
Elected Term Expires 2024

Appointed Board Members

PLANNING BOARD 5 Year Term

Justin Steinbach
Chair 01/01/2024 - 12/31/2024
Karen Ellmore 01/01/2023-12/31/2027
Sara Reynolds 01/01/2023-12/31/2027
Joann Rogers 01/01/2021 - 12/31/2025
Justin Steinbach 01/01/2020 - 12/31/2024
Robert Stryker 01/01/2022 - 12/31/2026

ZONING BOARD OF APPEALS 5 Year Term

Marty Snyder
Chair 01/01/2024 - 12/31/2024
01/01/2022-12/31/2026
Mark Obbie (06/12/2023) - 12/31/2026
Filling term 2022-2026
John Krebbeks 01/01/2023 - 12/31/2027
A.J. Magnan 01/01/2021 - 12/31/2025
Steve Smiley 01/01/2021 - 12/31/2025

BOARD ASSESSMENT REVIEW 5 Year Term

Stephen Squirell 10/01/2020 - 09/30/2025
Mary Jane Stoltz 10/01/2021 - 09/30/2026
Linda Green 10/01/2022 - 09/30/2027
Stephen Pappano 10/01/2024 - 09/30/2029
Bonny Ross 10/01/2019 - 09/30/2024

Ontario Co Planning Board 5 year term

A.J. Magnan 02/08/2021 - 12/31/2025

BOARD OF ETHICS 3 Year Term

Jennifer VanHouten
Kris Larson
open

TOWN OF BRISTOL PURCHASING GUIDELINES

Revised 01/2020

Page 1 of 2

WHEREAS, Section 104-B of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with procurement; now therefore be it

RESOLVED, that the Town of Bristol does hereby adopt the following procurement policies and procedures:

GUIDELINE 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (herein after Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely year value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

GUIDELINE 2. All purchases of a) supplies or equipment which will exceed \$20,000.00 in a fiscal year or b) public works contracts over \$30,000.00 shall be formally bid pursuant to GML 103.

GUIDELINE 3. All estimated purchases of:

Less than \$20,000.00 but greater than \$5,000.00 require a written request for a proposal (RFP) and written/fax quote, E quote from 3 (three) vendors.

Less than \$5,000.00 but greater than \$3,000.00 requires an oral request for the goods oral. written/fax, E quotes from 2 (two) vendors.

Less than \$3,000.00 but greater than \$500.00 are left to the discretion of the purchaser.

ALL ESTIMATES FOR PUBLIC WORKS CONTRACTS:

Over \$35,000.00 are subject to competitive bidding.

Less than \$35,000.00 but greater than \$10,000.00 require a written/fax E quote from 2 (two) contractors.

Less than \$10,000.00 but greater than \$5,000.00 are left to the discretion of the purchaser.

Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and written/fax/oral quotes offered.

All information gathered on complying with the procedures of the Guidelines shall be preserved and filed with documentation supporting the subsequent purchase or public works contract.

GUILDELINE 4. A) If a written/fax/oral quote is below the state contract price, no further quotes are necessary,

B) Purchase of goods that are environmentally safe, even if they are at a higher price than a non-environmentally safe product is allowed.

C) Purchase of goods that are energy efficient, even if they are higher in price than a non-energy efficient product is allowed.

TOWN OF BRISTOL

PURCHASING GUIDELINES

Page 2 of 2

GUIDELINE 5. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall be documented and filed with the record supporting the procurement.

GUIDELINE 6. A good faith effort shall be made to obtain the required number of proposals or quotes. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

GUIDELINE 7. Except when directed by the Town Board, no solicitation or written proposals or quotations shall be required under the following circumstances.

- A. Acquisitions of professional services.
- B. Emergencies.
- C. Sole source situations.
- D. Goods purchased from agencies for the blind, or severely handicapped.
- E. Goods purchased from Correctional facilities.

- F. Goods purchased from another governmental agency.
- G. Goods purchased at auction, which the maximum amount of value shall be pre-approved by the Town Board.
- H. Goods purchased from less than \$250.00.
- I. Public Works contracts for less than \$500.00

GUIDELINE 8. This policy shall be reviewed annually by the Town Board at its Organizational Meeting or as soon thereafter as is reasonably practicable.