

ORGANIZATIONAL MEETING FOR 2016
BRISTOL TOWN BOARD
JANUARY 11 2016

ITEM	RECOMMENDATIONS
1. Set Night, Place & Time of Meeting Jan 11, Feb 8, Mar 14, Apr 11, May 9, June 13, July 11, Aug 8, Sept. 12, Oct 3, Nov 14 Dec 12 Dates subject to change if necessary	2nd Monday each month 7:00 PM Bristol Town Hall

2. Designate Depository for Supervisor, Town Clerk, Town Justice	Canandaigua National Bank
3. Designate Official Town Newspaper	Canandaigua Messenger

APPOINTMENTS

1. Supervisor Designates Deputy Supervisor	Alden Favro
2. Town Clerk Designates Deputy Town Clerk Deputy Town Clerk	Patricia Sanford Margaret Deats
3. Town Board Appoints Budget Officer	Robert Green, Jr.
4. Town Board Appoints Bookkeeper	Diane Arena
5. Highway Supt. Designates Deputy Superintendent	Peter Ross
6. Highway Supt. Designates Bookkeeper	Diane Arena
7. Town Board Appoints Code Enforcement Officers Deputy Code Enforcement Officer	Phillip Sommer Peter Wojtas
8. Town Board Appoints Chairperson, Planning Board	Patricia Giordano
9. Town Board Appoints Chairperson, ZBA	Marty Snyder
10. Town Board Appoints Attorney for the Town	William R. Kenyon
11. Town Board Appoints Town Engineer	MRB
12. Town Board Appoints Town Historian	Elizabeth Thomas
13. Town Board Appoints Deputy Registrar	Patricia Sanford
14. Town Board Appoints Clerk to Town Justice	Catherine McGuire
15. Town Board Appoints clerk to the Town Court	Sara Santee
16. Town Board Appoints Custodial Worker	Lisa Paul & Lori White
17. Town Board Appoints Transfer Site Custodian	Leo Kennerson
18. Town Board Appoints Personnel Secretary (Account Clerk Typist)	Sharon Miller
19. Town Board Appoints Sec.(typist P.T.)to Planning & ZBA	Sandra Riker
20. Town Board Appoints to the Board of Ethics (3 year term 1/1/16-12/31/18)	Kathy Revier
21. Town Board Appoints to the Zoning Board of Appeals (5 year appointment 1/1/16-12/31/20)	Stephen Smiley
22. Town Board Appoints to the Planning Board (5 year appointment 1/1/16-12/31/20)	Robert Stryker
23. Town Board reappoints alternate member to the Planning and Zoning Board of Appeals (1/1/16-12/31/16)	Sandra Riker
24. Town Board reappoints Honeoye Lake Watershed Representative (1 year appointment 1/1/16-12/31/16)	Alden Favro
25. Town Board appoints Canandaigua Watershed Representative Robert Green Jr. (1/1/16-12/31/16)	

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| 26. Town Board appoints Highway Planning Committee
(1/1/16-12/31/16) | Highway Supt
Thomas Stevens
David Parsons |
| 27. Town Board reappoints Park Commissioner
(1/1/16-12/31/16) | Thomas Stevens |
| 28. Town Board appoints Newsletter Editor-in Chief
(1/1/16-12/31/16) | Patty Sommer |
| 29. Town Board appoints Personnel Committee
(1/1/16-12/31/16) | Alden Favro
Ad hoc chairman of relevant
committee |
| 30. Chief Negotiator | Robert Green Jr. |
| 31. Bristol's NIMS point of contact
(1/1/16-12/31/16) | Robert Green Jr.
Peter Ross |

IN 2016 THERE WILL BE 26 PAY PERIODS

SALARIES	BI-WEEKLY	YEAR-END MAKEUP	ANNUAL
Town Justice	429.3`	.04	11,162.00
Town Clerk	1,744.62	.12	45,360.00
Personnel Sec (acct clk typist)	163.31	.06	4,246.00
Highway Superintendent	2,317.81	.06	60,263.00
Assessor	931.96	.06	23,873.00
Supervisor	519.23	.02	13,500.00
Budget Officer	38.46	.04	1,000.00
Bookkeeper-Supervisor	559.62	.12	14,550.00
Bookkeeper-Highway Superintendent	85.27	.02	2,217.00
Councilman David Parsons	112.19	.06	2,917.00

QUARTERLY

Councilman Stevens	729.25		2,917.00
Town Attorney (Retainer fee)	1,960.25		
(Hourly as necessary)	175.00		

MONTHLY

Transfer Site Custodian	385.00		4,620.00
Town Historian	100.00		1,200.00

HOURLY RATES

	PER-HOUR	ANNUAL
Motor Equipment Operator-Class A	24.53	
Motor Equipment Operator	24.42	
Motor Equipment Operator Part Time-Class A/B		
Deputy Highway Superintendent	24.63	
Clerk to Town Justice	Avg. 590 hrs/yr 15.00	up to 8,860.00
Code Enforcement Officer	Avg.1040 hrs/yr 23.80	up to 24,752.00
Dep. Code Enforcement Officer	100 hrs 18.90	up to 1,890.00
Deputy Town Clerk	Avg. 304 hrs/yr 15.00	up to 4,568.00
Deputy RMO-(to be assumed by Deputy Town Clerk)	Avg. 171 hrs/yr 15.00	up to 2,576.00
Secretary to Planning Board	400 hrs/yr 15.00	up to 6,001.00
Secretary to ZBA Board	522 hrs/yr 15.00	uo to 7,831.00
Custodian for Town Hall	Avg.8 hrs/wk 11.25	up to 4,680.00
Laborer for Town Hall	55 hrs 14.50	up to 795.00
Laborer for Park,	569/hrs 14.50	up to 8,250.00
Laborer for cemetery	105/hrs 14.50	up to 1,450.00

ANNUAL

	ANNUAL
Councilman Favro	2,917.00
Board of Assessment Review	198.00
Zoning Board Chairperson	\$36.16 per meeting x 12mtg. plus 312.16
Zoning Board Members	\$36.16 per meeting x 12mtg.
Planning Board Chairperson	\$36.16 per meeting x 17mtg. plus 630.00
Planning Board Members	\$36.16 per meeting x 16mtg.
Registrar of Vital Statistics	140.00
Health Officer	605.00

SPECIAL RATES

Town Engineer	as needed up to annual rate of	3,500.00
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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 FULL TIME ELECTED OFFICIALS

Health Insurance: Each employee or official appointed or holding office prior to January 1, 2006, shall be offered Healthy Blue C-16 or its equivalent. After January 1, 2006, the employee shall be offer Health Blue C-16 or its equivalent. Full time employees/officials hired/holding office prior to January 1, 1999, shall have their health insurance premiums paid in full. Current full time employees/officials hired/holding office after January 1, 1999 and before January 1, 2006 shall contribute 20% of Healthy Blue C-16 or its equivalent. Employees/officials hired/taking office after January 1, 2006 shall contribute 20% of Healthy Blue C-16 or its equivalent. Elected officials will be eligible for HRA.

Holidays: New Years 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 & PART-TIME ELECTED OFFICIALS

Health Insurance: Healthy Blue C-16 or an equivalent plan premiums shall be available under a group rate. (1/2 rate of a single premium; 1/4 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: 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 Board or Highway Superintendent.

MISCELLANEOUS:

Rules of Order: Call meeting to order, Flag salute, Privilege of the Floor, 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 Policy: Pursuant to Section 6F & 11 of the General Municipal Law, Be it 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.

Annual Report: Pursuant to Section 29 10-10-2 of the Town Law, that the Town Board permits the Supervisor to file a copy of the Annual Report of Finances to the State Comptroller by March 1, 2016 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 etc., with the approval of the Town Board.

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 eight 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.

Newsletter: The Town Board may publish an annual, or as needed, municipal newsletter addressing newsworthy items from the various Boards and offices of the Town of Bristol. These offices shall include the Bristol Volunteer Fire Department, Bristol Historical Society, and Bristol Library. It may also be transmitted by the website.

Hwy Supt. Authorize the Highway Superintendent to spend up to \$2,000 annually 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, equipment, and oil. Logs are to be kept for all repairs on equipment and machinery.

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 for 2016.

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.

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.

Motion by _____ to approve the above stated recommendations for appointments, salaries, benefits and other authorizations, seconded by _____ .

Submitted to Roll Call Vote:

Supervisor Green	Voted
Councilman Bliss	Voted
Councilman Favro	Voted
Councilman Parsons	Voted
Councilman Stevens	Voted

A motion was made by Supervisor Green and seconded by Bruce Harter and carried to allow Ron Wilson, Highway Supt. to attend the annual highway school trainings.

Meeting adjourned at _____ PM. by a motion of _____ seconded by _____ and carried.

Respectfully Submitted,

Sharon Miller, Town Clerk