



ORGANIZATIONAL MEETING FOR 2022

BRISTOL TOWN BOARD

JANUARY 04, 2022

REVISED April 11, 2022

ITEM

1. Set Night, Place & Time of Meeting;
Dates as follows: Jan 10, Feb 14, Mar 14, Apr 11,
May 9, June 13, July 11, Aug 8, Sept. 12, Oct 11,
Nov 14, Dec 12.
(Dates subject to change if necessary).

2. Designate Depository for Supervisor, Town Clerk,
Town Justice

3. Designate Official Town Newspaper

RECOMMENDATIONS

Bristol Town Hall
2nd Monday of Month

Canandaigua
National Bank & Trust

Daily Messenger
Gannett

APPOINTMENTS

1. Supervisor Designates Deputy Supervisor

David Parsons

2. Town Clerk Designates: Deputy Town Clerk
Deputy Town Clerk

Elizabeth Thomas
Patricia Clark

3. Town Board Appoints Budget Officer

Robert Green, Jr.

4. Supervisor Appoints Comptroller/Bookkeeper

EFPR, Solutions LLC

5. Highway Supt. Designates Deputy Superintendent

Peter Ross

6. Highway Supt. Designates Comptroller/bookkeeper

EFPR, Solutions LLC

7. Town Board Designates a contracted service with the
Town of Canandaigua for Code Enforcement.

Chris Jensen

8. Town Board Appoints Chairperson, Planning Board

Karen Ellmore

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 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

Leo Kennerson

17. Town Board Appoints Personnel Secretary &
Account Clerk Typist

Karen Maczynski

18. Town Board Appoints clerk & typist ZBA/Plan Boards

Sandra Riker

19. Town Board Appoints Sec (typist P.T.) Code Office

Donna Beretta

20. Town Board Appoints to the Board of Ethics
(3-year term 1/1/21-12/31/23)

Jennifer VanHouten

21. Town Board Appoints to the Zoning Board of Appeals
(5-year appointment 1/1/22-12/31/26)

Donna Beretta

22. Town Board Appoints to the Planning Board (5-year appointment 1/1/22-12/31/26) Robert Stryker
23. Town Board reappoints alternate member to the Planning and Zoning Board of Appeals (1/1/2022-12/31/2022) Sandra Riker
24. Town Board reappoints Honeoye Lake Watershed Representative (1-year appointment 1/1/2022-12/31/2022) Lauren Bolonda
25. Town Board appoints Canandaigua Watershed Representative (1/1/2022-12/31/2022) Robert Green Jr.
26. Town Board appoints Highway Planning Committee (1/1/2022-12/31/2022) Highway Supt,
Ron Wilson
David Parsons
Fred Stresing
27. Town Board reappoints Park Commissioner (1/1/2022-12/31/2022) Thomas Stevens
28. Town Board appoints Park Ranger (1/1/2022-12/31/2022) Fred Stresing
29. Town Board appoints Personnel Committee (1/1/2022-12/31/2022) Ad hoc chairman of relevant committee
30. Chief Negotiator (1/1/2022-12/31/2022) Robert Green Jr.
31. Bristol's NIMS point of contact (1/1/2022-12/31/2022) Robert Green Jr.
Peter Ross
32. Board appoints BAR (Board of Assessment Review) (5-year appointment 10/01/2021-09/30/2025) Mary Jane Stoltz
33. Board appoints Ontario County Planning Board (5-year appointment 1/1/2022-12/31/2026) Albert (AJ) Magnan

IN 2022 THERE WILL BE 26 PAY PERIODS

SALARIES

Bi-Weekly		2022	
		BUDGET	/26
A1010.100	Parsons	\$ 3,065.00	\$ 117.88
A1110.100	Justice	\$ 11,729.00	\$ 451.12
A1110.102	Justice Clerk	\$ 8,000.00	307.69
A1220.100	Supervisor	\$ 15,096.00	\$ 580.62
A1315.400	Comptroller EFPR	\$ 23,400.00	\$ -
A1340.100	Budget Officer	\$ 4,356.00	\$ 167.54
A1355.100	Assessor	\$ 34,476.00	\$ 1,326.00
A1410.100	Town Clerk	\$ 49,980.00	\$ 1,922.31
A1430.100	Personnel	\$ 8,723.00	\$ 335.50
A4020.100	Registrar	\$ 204.00	\$ 7.85
A5010.100	Hwy Spt	\$ 65,102.00	\$ 2,503.92
Quarterly			
A1010.100	Hart	\$ 3,065.00	\$ 766.25
A1010.100	Stresing	\$ 3,065.00	\$ 766.25
Monthly			
A8160.400	Transfer Custodian	\$ 4,940.40	\$ 411.70
A7510.100	Historian	\$ 1,457.00	\$ 121.42
A7110.110	Parks Commissioner	\$ 3,000.00	\$ 250.00
Annual			
A1010.100	Bolonda	\$ 3,065.00	
<u>Hourly</u>			
	MEO Class A	\$ 27.31	
	MEO		
	MEO PT Class A/B	\$ 27.31	
	Dep Highway	\$ 27.41	
	MEO Light P/T	\$ 15.82	
		Hrs	up to \$ annually
A1355.102	B.A.R		\$230 ea \$ 1,150
A1410.102	Dep Town Clerk	\$ 16.35	271 Hrs \$ 2,131
A1460.100	Dep RMO	\$ 16.35	122 Hrs \$ 2,000
A8010.106	Clerk to ZBA	\$ 17.25	1159 HRS \$ 20,000
A8020.106	Clerk to PB	\$ 17.25	463 Hrs \$ 8,000
A8010.101	Asst Zoning Clerk	\$ 17.25	116 HRS \$ 2,000
A1620.100	Custodian	\$ 15.82	Avg 8 Hrs/Wk 415 Hrs Annual \$ 6,581
A7110.100	Laborer - Parks	\$ 17.00	564 Hrs \$ 8,925
A8810.100	Laborer - Cemetery	\$ 20.00	138 Hrs \$ 2,194
A8010.104	ZBA Chair	\$ 343.50	PLUS 39.43 x 12 MTGS \$ 833
A8010.105	ZBA Members	\$ 39.43	PER MTG 4 x 12 MTGS \$ 1,931
A8020.104	PB Chair	\$ 686.66	PLUS 39.43 x 16 MTGS \$ 1,346
A8020.105	PB Members	\$ 39.43	PER MTG 4 x 16 MTGS \$ 2,499

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 FULL TIME ELECTED OFFICIALS

Health Insurance: Each employee or official appointed or holding office prior to January 1, 2006, shall be offered Simply Blue Plus Platinum2 or its equivalent. After January 1, 2006, the employee shall be offered Simply Blue Plus Platinum2 or its equivalent. Full time employees/officials hired/holding office prior to January 1, 1999, shall have their health insurance premiums paid in full. Fulltime employees hired after January 1, 1999 shall contribute 20% of Simply Blue Plus Platinum2 or its equivalent. Fulltime elected officials, beginning Jan 1, 2021, shall pay 10% if their health insurance premiums of Simply Blue Plus Platinum2 or its equivalent and will be eligible for HRA.

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 & PART-TIME ELECTED OFFICIALS

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: 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 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, 2022 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, EFPR Solutions, LLC, and State & County Contracts 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 fifteen 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. These offices shall include the Bristol Volunteer Fire Department, Bristol Historical Society, and Bristol Library.

Hwy Supt. Authorize the Highway Superintendent to spend up to \$2,000 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.

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

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

Submitted to Roll Call Vote:

Supervisor Green, Jr.	Yes
Council Member Hart	Yes
Council Member Bolonda	Yes
Council Member Parsons	absent
Council Member Stresing	Yes

Waste Water Qualified Inspectors Review

Review of qualified wastewater inspectors list for septic system review.

Sick Leave Policy

TOB Paid Sick leave Policy: The Town of Bristol will pay sick leave as required by NYS such that local governments **MUST** provide if the employee is under an actual order of quarantine/isolation issued by the local Public Health Dept. A recommendation to quarantine by a doctor does *not* qualify for this paid leave and if employee has such an order; the Town will provide 14 calendar

days of leave to them, paid by the Town, and if the test is positive, the Town will go back and capture the days of symptoms and testing and include it in the 14 calendar days and the employee will be paid, but if the test is negative, the employee will use their own leave time or take it unpaid.

Conflict of Interest Policy

The Board discussed the approved the conflict-of-interest policy:
Motion by Councilman Parsons to accept the Policy on Conflict of Interest as written and seconded by Councilwomen Bolonda, all in favor and policy accepted.



**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**

FOR YEAR 2022

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
-------------	------------------------------------------------------------------------------------------------

Respectfully Submitted,

Karen Maczynski
Town Clerk