

The town board meeting of the Town of Addison was held on Wednesday, January 2, 2018 at 7:00pm at 21 Main Street. The following people were present:

Supervisor	Jack Thompson	
Councilman	Alice Weale	
Councilman	Brandon Conklin	
Councilman	Edward Soporowski	
Councilman	David Miller	
Attorney	Craig Patrick - absent	
Town Clerk	Betty Machuga	
Assessor	Teresa Lyons	
Hwy Super.	David Harris	
	Hope Trappler	Joe Trappler
	John Lyons	

Supervisor Thompson called the meeting to order at 7:00pm asking all to stand for the Pledge of Allegiance to the Flag.

Supervisor Thompson reviewed the agenda and asked the public for comments: No comments

### ORGANIZATION MEETING 2018

Supervisor Thompson appoints Linda Austin as Bookkeeper to the Supervisor.

Supervisor Thompson appoints Jack Thompson as Budget Officer.

Motion by Weale, seconded by Soporowski to appoint Jerry Aldrich, Jr. as Dog Control Officer, to be paid monthly.

Motion by Soporowski, seconded by Weale to appoint Betty Machuga as Clerk to the Assessor.

Motion by Miller, seconded by Weale to appoint Community Bank, NA, Five Star, Chase Manhattan, Chemung Canal and M&T as designated depository for Town funds.

Motion by Thompson, seconded by Conklin to set Town mileage rate for officers using their own vehicles for Town Business at .45 cents per mile.

Motion by Soporowski, seconded by Weale that the Town Clerk, Deputy Town Clerk, Tax Collector, Deputy Tax Collector, Assessor Clerk, Supt. of Highways and Justice Clerk are to be paid at the same time as Highway Employees.

Motion by Conklin, seconded by Weale that the Addison Post be named the official Town newspaper.

Motion by Soporowski, seconded by Miller to pay Highway Employees on the first Thursday after the last Saturday worked for the two week period.

Motion by Soporowski, seconded by Miller to pay Highway Employees at the hourly rate as follows: \$20.15 and \$12.00 for part time people.

Motion by Soporowski, seconded by Weale to pay Justice Clerk \$14.00 hour for up to 640/hrs for 2018.

Motion by Conklin, seconded by Weale to affix Town Salaries as in the 2018 budget.

Motion by Thompson, seconded by Weale to have the 3<sup>rd</sup> Monday of the month as the meeting night of the Addison Town Board 2018 at 7:00PM at 21 Main Street.

Motion by Miller, seconded by Soporowski that the following Town Officers are paid monthly on or before the last day of the month: Town Justice & Supervisor.

Motion by Soporowski, seconded by Miller that the following Town Officers are paid on or before the last day of the month: Town Board Members.

Motion by Conklin, seconded by Miller to have one Town Board Meetings to be held in August at the Town Highway Barns.

Motion by Soporowski, seconded by Miller that the Bookkeeper be paid on the 10<sup>th</sup> of each month.

Motion by Conklin, seconded by Weale that the Budget Officer be paid on the 10<sup>th</sup> of each month.

Motion by Soporowski, seconded by Weale that the Town Assessor be paid on the 10<sup>th</sup> of each month.

Motion by Conklin, seconded by Weale to pay utility and health insurance bills as they come due to avoid finance charges.

Motion by Conklin, seconded by Weale to consent to the temporary assignment of the Justice as prescribed by the Unified Court System, Seventh Judicial District.

Motion by Soporowski, seconded by Weale to adopt the Investment Policies and guidelines of the Town of Addison which are on file as the April 10, 2014 for 2018.

Motion by Soporowski, seconded by Weale to adopt the procurement policy which is on file as of April 10, 2014 for 2018.

Motion by Conklin, seconded by Miller to appoint Dr. Erica Verkleerenas Health Officer for the Town.

Motion by Soporowski, seconded by Weale to appoint Advisory Committee of Betty Machuga and Laura Souders for the purpose of Records Retention Program.

Resolution #1 offered by Soporowski, seconded by Weale to approve the appointments as submitted. Roll call was taken: Miller – yes, Soporowski – yes, Thompson – yes, Conklin – yes, Weale – yes.

Supervisor Thompson appoints Councilperson Soporowski as Deputy Town Supervisor, to be paid on an “as needed” basis.

Supervisor \_\_\_\_\_ appoints \_\_\_\_\_ as Town Historian (VACANT)

Highway Superintendent Harris appoints \_\_\_\_\_? \_\_\_\_\_ as Deputy Town Superintendent of Highways, to be paid on an "as needed" basis.

Town Clerk Machuga appoints Laura Souders as Deputy Town Clerk, Deputy Tax Collector at the pay rate of \$14.00/hr up to 500/hrs for 2018.

**DEPARTMENT HEAD REPORTS:**

Assessor office is just updating Star Enhance and doing inventory. Highway Superintendent stated that they sanded roads, fixed stop sign on Space Rd., cleaned shop, and highway employees were on vacation the last week of December. Supervisor Thompson asked about employee clocking in, clocking out and then clocking back in for overtime. Was informed that it was slow and David informed him that he could use his last vacation day and after he sent him home received call about slick roads, so he called him back in. Supervisor Thompson stated that the 2017 DA section of the budget was over and that they had to make up the overage in the 2018 townwide portion of the budget which gave the village residents a larger increase this year in there town and county taxes. It was also noted that highway needs to stick to the 2018 budget as presented and not go over on any account. Town Clerk stated that taxes are out and starting to come in. New hours are Monday 9am to 5pm, Tuesday & Wednesday 1pm to 5pm and Thursday 1pm to 6pm. Town Clerk informed the board that the Bookkeeper will have the W2's to everyone by Thursday, January 4, 2018.

**OLD BUSINESS:**

Board discussed the Paid Family Act and it was stated that the town employees were not interested along with the Town Board.

**NEW BUSINESS:**

Motion by Councilperson Miller, seconded by Councilperson Soporowski that the January board meeting will be held on Monday, January 22, 2018 at 7:00pm.

Ayes: Miller, Soporowski, Weale, Conklin, Thompson  
Nays: None

Motion by Councilperson Miller, seconded by Councilperson Soporowski that the February board meeting will be held on Tuesday, February 20, 2018 at 7:00pm.

Ayes: Miller, Soporowski, Weale, Conklin, Thompson  
Nays: None

Motion by Councilperson Soporowski, seconded by Councilperson Miller to approve the Supervisors report for December 2017.

Ayes: Miller, Soporowski, Weale, Conklin, Thompson  
Nays: None

**CLAIM NUMBERS:**

General Fund totaling \$3,505.39 Grand total of \$3,505.39 was presented to the board for their approval.

Motion by Councilman Soporowski, seconded by Councilman Miller that the bills be paid in their usual manner.

Ayes: Miller, Weale, Conklin, Soporowski, Thompson  
Nays: None

**COMMENTS FROM THE PUBLIC:**

John Lyons asked about he amount of vacation, sick & personal time the highway employees have.

**EXECUTIVE SESSION: None**

**ADJOURNMENT:**

Motion by Councilman Soporowski, seconded by Councilman Miller, that the meeting be adjourned at 7:57pm, and next scheduled meeting is Monday, January 22, 2018 at 7:00pm at the Town Hall.

Ayes: Miller, Weale, Conklin, Soporowski, Thompson  
Nays: None

Respectfully Submitted,

Betty L. Machuga  
Town Clerk

**NEXT MEETING: January 22, 2018 at 7:00pm**