

Authorization from the Town Board to appoint Nadine Wild as Secretary to the Zoning Board of Appeals.

All in Favor: Ayes - 6 Nays - 0 Carried

Resolution # 10

Authorization from Town Board to Appoint Insurance Agent and Establish Blanket Bond Coverage

Motion: Councilor Donovan Second: Councilor Weber

Authorization from the Town Board to appoint The Reagan Companies as the insurance agent for the Town and approve the property, casualty and liability insurance as submitted. Establish Blanket Bond Coverage for all Town Employees in the amount of \$1,000,000.00 per loss. The Town of Geddes Justices are specifically covered under the blanket bond, pursuant to Public Officers Law Section 11 (2) as provided to the Town of Geddes by Reagan Insurance Companies.

All in Favor: Ayes - 6 Nays - 0 Carried

Resolution # 11

Authorization from Town Board to Approve Continuation of B-Weekly Pay Periods

Motion: Councilor Weber Second: Councilor Kelley

Authorization from the Town Board to approve the continuance of the system of bi-weekly pay periods for the Town Employees and Elected Officials as per attached schedule.

All in Favor: Ayes - 6 Nays - 0 Carried

Resolution # 12

Authorization from Town Board to Designate Official Newspaper for Town

Motion: Councilor LaFex Second: Councilor Weber

Authorization from the Town Board to designate the Post-Standard as the official newspaper for the Town of Geddes.

All in Favor: Ayes - 6 Nays - 0 Carried

Resolution # 13

Authorization from Town Board to Approve Per-Mile Rate Established by IRS

Motion: Councilor Donovan Second: Councilor Krawczyk

Authorization from the Town Board to approve rate as established by the IRS for per-mile fee reimbursement to Town Officials for use of personal vehicles on official Town business.

All in Favor: Ayes - 6 Nays - 0 Carried

Resolution # 14

Authorization from Town Board to Designate Bank as Town Depository

Motion: Councilor Krawczyk Second: Councilor Donovan

Authorization from the Town Board to designate Solvay Bank and N.Y. Class as the Depository for Town of Geddes funds.

All in Favor: Ayes - 6 Nays - 0 Carried

Resolution # 15

Authorization from Town Board to Authorize Department Heads to Attend Meetings

Motion: Councilor Weber Second: Councilor Kelley

Authorization from the Town Board to authorize the Department Heads to attend monthly association meetings.

All in Favor: Ayes - 6 Nays - 0 Carried

Resolution # 16

Authorization from Town Board for Deputy Supervisor to Sign Checks

Motion: Councilor LaFex Second: Councilor Donovan

Authorization from the Town Board to authorize the Deputy Supervisor to sign checks in the absence of the Supervisor.

All in Favor: Ayes - 6 Nays - 0 Carried

Resolution # 17

Authorization from Town Board to Use Facsimile Signature on Checks

Motion: Councilor Weber Second: Councilor Donovan

Authorization from the Town Board to authorize the use of a facsimile signature of the Town Supervisor for signing checks.

All in Favor: Ayes - 6 Nays - 0 Carried

Resolution # 18

Authorization from Town Board to Authorize Procurement Policy

Motion: Councilor LaFex Second: Councilor Weber

Authorization from the Town Board to authorize the attached Procurement Policy for the year 2019.

All in Favor: Ayes - 6 Nays - 0 Carried

Resolution # 19

Authorization from Town Board to Authorize Change Funds

Motion: Councilor Donovan Second: Councilor Krawczyk

Authorization from the Town Board to authorize the change fund for the Town Clerk not to exceed \$500.00 and for the Justice Court not to exceed \$50.00.

All in Favor: Ayes - 6 Nays - 0 Carried

Resolution # 20

Authorization from Town Board that Supervisor Shall Approve Department Heads Conferences

Motion: Councilor LaFex Second: Councilor Krawczyk

Authorization from the Town Board that the Town Supervisor shall approve Department Heads attendance at training conferences and seminars, provided funds are available in the budgeted line for the year 2019.

All in Favor: Ayes - 6 Nays - 0 Carried

Resolution # 21

Authorization from Town Board that Supervisor Approve Department Heads Memberships

Motion: Councilor Donovan Second: Councilor Weber

The Town Supervisor shall approve all memberships requested by Department Heads, provided funds are available in the budgeted line for 2019.

All in Favor: Ayes - 6 Nays - 0 Carried

Appointments not needing board resolution:

1. The Town Clerk shall appoint Alison Dorchester as Full-time Deputy Clerk.
2. The Town Board shall appoint Teresa Hard as Full-time Highway Secretary.
3. The Town Supervisor shall appoint Susan Pope Millet as Town Historian.
4. The Town Supervisor shall appoint Amanda Ramsing as Secretary.
5. The Town Board shall appoint Edward Weber as Deputy Supervisor.
6. The Town Supervisor shall appoint the following Standing Committees as per the attachment.
7. The Town Justices shall appoint Barbara Lenweaver and Isabella Rogmans- Lenweaver as Justice Court Clerks and Megan Cavaliere as the part-time Justice Court Clerk.

At this point, the Supervisor brought forth a Resolution from the floor.

Resolution # 22

Authorization from Town Board to Approve Local Law 1 – 2019 Town Manager and Codify Creation

Motion: Councilor LaFex Second: Councilor Krawczyk

Authorization from the Town Board to Approve Local Law 1 – 2019 to create the position of Town Manager in the Town of Geddes and to codify the creation of said position in the Town Code by adding a new article 51 entitled “Town Manager”.

A LOCAL LAW AMENDING THE TOWN OF GEDDES TOWN CODE BY ADDING A NEW ARTICLE 51 CREATING THE POSITION OF TOWN MANAGER IN ACCORDANCE WITH NYS TOWN LAW §58

Be it enacted by the Town Board of the Town of Geddes as follows:

Section 1.

The Town Board, in accordance with § 58 of the Town Law of the State of New York, hereby creates and establishes the position of Town Manager and codifies the creation of this position by amending the Town Code to add a new Article 51 entitled “Town Manager”. The purpose of creating the position of Town Manager is to provide the most economical and effective overall direction, coordination and control of the day-to-day activities and operation

of the Town of Geddes. Appointment of a Town Manager shall be made by the Supervisor, subject to the approval of the Town Board. Such appointment shall be for a Term of three (3) years.

Section 2.

The Town of Geddes hereby amends the Geddes Town Code by adding a new Article 51, to read as follows:

“Article 51: Town Manager

§51-1. Purpose.

The Town Board, in accordance with Section 58 of the Town Law of the State of New York, hereby establishes the position of Town Manager. The purpose is to provide the most economical and effective overall direction, coordination and control of the day-to-day activities and operation of the Town of Geddes.

§51-2. Appointment & Term.

Appointment of a Town Manager shall be made by the Supervisor, subject to the approval of the Town Board. Such appointment shall be for a Term of three (3) years.

§51-3. General Duties.

The Town Manager shall be responsible to the Town Supervisor and shall report to the Town Supervisor regarding the discharge of all duties and responsibilities required of his or her position and shall make such reports as may be requested, from time to time, by the Town Supervisor to the Town Board. The general duties of the Town Manager shall include the following:

- a. Manage and coordinate the activities of all Town Departments, Department Heads, and employees in accordance with the policies, procedures, rules, and regulations of the Town.
- b. Act as the primary point of contact for all employee/human resource matters, including employee conduct, disciplinary and grievance matters and shall be vested with the authority to oversee and manage all employees of the Town on a day to day basis.
- c. Oversee and implement the Town's personnel policies in a fair and equitable fashion in accordance with applicable laws and regulations and report to the Supervisor concerning any and all personnel matters.
- d. Attend the meetings of the Town Board, as needed, and assist in the preparation of the agenda of such meetings.

- e. Conduct a continuing study of all functions and activities of the Town for purposes of devising ways and means of obtaining greater efficiency and economy.
- f. From time to time, make recommendation to the Town Supervisor as to measures or programs which will improve the efficiency or economy of the Town government.
- g. Serve as a liaison to the Town's financial advisors.
- h. Supervise the purchase of services, materials, supplies, equipment and letting of contracts.
- i. See that all inquiries by residents of the Town or other interested persons are referred to the appropriate Town official or department head for investigation or response.
- j. Coordinate communication from the Town to the public, including preparation of a town-wide newsletter, updates to the Town's website and the issuance of media/press statements and written communications to the public.
- k. Have such other powers and duties, not inconsistent with law, as from time to time may be provided by Resolution of the Town Board.

§51-4. Salary and Expenses.

The Town Manager is an employee of the town and shall be compensated by an annual salary as set by the Town Board and participation in health and dental benefits. All expenses incidental to the Town Manager's duties that are not prepaid by the town shall be reimbursed as a town charge."

Section 3

Nothing contained herein shall be deemed or construed as abolishing, transferring or curtaining any powers or duties of the Town Supervisor, Town Board or Town Clerk as provided by Town Law or any other applicable laws.

Section 4. This local law shall take effect immediately upon posting and publication as required by law and filing with the Secretary of State, subject to permissive referendum.

All in Favor: Ayes - 6 Nays - 0 Carried

Adjournment

Motion: Councilor Weber Second: Councilor LaFex
Resolved that the Organizational Meeting be adjourned at 644PM.

All in Favor: Ayes - 6 Nays - 0 Carried

Submitted by:

Joseph Ranieri
Town Clerk

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