

Present: Dale Maher --- Supervisor
Gary Harrington --- Councilor
Jesse Green-- Councilor
Michael Hickey---Councilor
Ken Parrotte---Councilor
Cortney Rhinehardt --- Town Clerk

Supervisor Maher opened the meeting at 11 AM with the Pledge of Allegiance.

RESOLUTION #88-2024 APPROVAL OF TRANSFERS AS FOLLOWS:

\$1631.09 FROM A599 TO A1220.4

\$16,229.31 FROM A599 TO A1440.4

moved by Supervisor Maher, seconded by Councilor Hickey

Ayes-5 Maher, Harrington, Green, Hickey, Parrotte

RESOLUTION #89-2024 APPROVAL OF THE BILLS AS AUDITED,

ABSTRACT #13, vouchers #607 through #614 in the amount of \$28,979.43,

moved by Supervisor Maher, seconded by Councilor Harrington

Ayes-5 Maher, Harrington, Green, Hickey, Parrotte

RESOLUTION #90-2024 SETTING TERM DATES FOR ZONING BOARD OF APPEALS MEMBERS AS FOLLOWS:

Seat 1-Term Jan 1, 2025-Dec 31, 2025, currently held by Keri Micale

Seat 2-Term Jan 1, 2025-Dec 31, 2026, currently held by Brad Sheldon

Seat 3-Term Jan 1, 2025-Dec 31, 2027, currently held by Chairman Virgil Carpenter

One Alternate Member, One Year term, currently held by Linda Wolf

After the expiration of these terms, each ZBA term shall be a three-year term.

moved by Supervisor Maher, seconded by Councilor Hickey

Ayes-5 Maher, Harrington, Green, Hickey, Parrotte

RESOLUTION #91-2024 APPROVAL OF THE ORGANIZATIONAL ITEMS OUTLINED BELOW

1. OFFICIAL YEAR

WHEREAS, the terms of elected and appointed officials end and begin with the "official year", and the orderly transition of responsibility and continuity of government would appear to dictate the desirability of conducting an "annual" organizational meeting, as heretofore, on the first day of the "official year". Now therefore be it, RESOLVED, that the annual meeting of the Town Board shall be held on the second Wednesday of the January following the normal date of our annual town election in the usual public meeting place of the board at 7:00 o'clock, PM.

2. AUTHORIZING UNDERTAKING

RESOLVED that pursuant to applicable provisions of law, including without limitation Section 25 of Town Law, the Town Clerk, any deputies, and such other officers and employees of the Town in subordinate positions to those specifically hereinbefore named as the Town Board hereby requires including without limitation, all those with access to Town, governmental or taxpayer funds, records of and/or accounts or accounts information, shall provide or cause to be provided an undertaking or undertakings in such minimum amounts as maybe required by law or established by the Town Board from time to time and that the Town's insurance carriers, brokers or agents be and they hereby are authorized to shall provide and/or continue to provide such undertakings and in such forms and coverage amounts as are described on the applicable blanket policies serving as such for the past Town year and in any event providing coverage for all such persons and exposures as the Town insurance provider advises should be covered under the blanket undertaking as permitted under applicable law.

3. DESIGNATION OF DEPOSITORIES

WHEREAS, it is provided that the Town Board of the Town of West Monroe, shall designate by written resolution the banks or trust companies in which the Collector and Treasurer shall deposit the moneys coming into his hands by virtue of his office, Now therefore be it, RESOLVED that the following depositories are authorized to be used by the Town Officials for 2025:

Town Accounts – Pathfinder Bank/NY Cooperative Liquid Asset Security System (NYCLASS)

Tax Collector – Pathfinder Bank/NYCLASS

Town Clerk - Pathfinder Bank

Town Court – Pathfinder Bank

4. AUTHORIZING INVESTMENT

WHEREAS, the Town of West Monroe would like to temporarily invest unneeded cash for the purpose of earning interest: Now therefore be it, RESOLVED, the Town Clerk/Treasurer is authorized to invest as enumerated by provisions for temporary investment contained in 11:00 of the General Municipal Law for current moneys and in 165:00 of the Local Finance Law for proceeds of borrowing, and the Town Attorney is authorized to amend the official investment policies of the Town and any such policies pending written amendment shall be deemed as fully in effect from the effective dates of any such changes in state or federal laws applicable to same and/or any change in depository, such policies as so amended and recommended by the Town Attorney, shall be retroactive to such effective or designated later date(s) and formally approved and ratified by resolution of the Town Board.

5. DESIGNATION OF OFFICIAL NEWSPAPER

WHEREAS, it becomes necessary for the Town of West Monroe to designate an official newspaper for publication of Town notices; Now therefore be it, RESOLVED that the Official Newspaper of the Town of West Monroe for posting public notices for 2025 is the Syracuse Post Standard.

6. REIMBURSEMENT FOR MILEAGE FOR TOWN BUSINESS

WHEREAS, certain Town Officials are required to use their privately-owned cars while traveling on Town business; Now therefore be it, RESOLVED that Town Officials be reimbursed at the rate allowed by the United State Internal Revenue Service per mile (70 cents per mile as of 1 January 2025) from the Town Hall or HOR, whichever is less, for the use of their personal vehicles while on town business during 2025.

7. TOWN MEETINGS/WORKSHOP

RESOLVED that regular Town Meetings will be held at The Town Hall, 46 County Route 11 West Monroe NY 13167, the second Wednesday of each month starting at 7:00 PM

LET IT BE FURTHER RESOLVED the second Wednesday of every month at The Town Hall, 46 County Route 11 West Monroe NY 13167, bills will be audited starting at 6:30 PM

LET IT BE FURTHER RESOLVED a Supervisor meeting will be held at The Town Hall, 46 County Route 11 West Monroe NY 13167, the fourth Thursday of every month starting at 10:00AM

8. WAGES/SALARY

RESOLVED that wages will be as published in the 2025 adopted budget.

LET IT BE FURTHER RESOLVED that Highway department workers are paid in accordance with union contract that expires December 31, 2025.

9. PROCUREMENT POLICY

RESOLVED that the following procurement policy be adopted for 2025.

Except for highway any purchase over \$1500.00 requires pre-authorization by the Town Board.

Highway requires pre-authorization for purchases or repair more than \$10000.00 however purchases or repairs between \$5000.00 and \$10000.00 require notice be given to the Supervisor via e-mail.

Regardless of authorization requirement above, ALL purchases must adhere to the following requirement for competitive quotes.

Procurements	Verbal/E-mail/Internet search			Written Quotes		Competitive Bid
	0	2	3	2	3	
Non-Public works						
≤ \$500	X					
> \$500 but ≤ \$1500		X				
> \$1500 but ≤ \$5,000			X			
> \$5000 but < \$15000				X		
> \$15,000 but < \$20,000					X	
> \$20,000						X

Procurements	Verbal/E-mail/Internet search			Written Quotes		Competitive Bid
	0	2	3	2	3	
Public works						
≤ \$2,000	X					
> \$2,000 but ≤ \$10,000		X				
> \$10,000 but ≤ \$20,000				X		
> \$20,000 but < \$35,000					X	
> \$35,000						X

All quotes will be attached to the submitted voucher. Verbal quotes may be written on voucher with the company name, phone number and pricing obtained.

If at any time during the Town 2025 year New York State law is amended respecting Town procurement, purchasing, and or contracting so as to increase the maximum dollar limits for formal bid packages relative to purchase and public works contracts or effectively can permit the Town to relax, remove or relieve itself of any such formerly mandatory legal requirements such as, but without limitation, relative to prevailing wage, awarding of separate prime contracts and/or subcontracts, WMBE or EEO such procurement policies shall be deemed as amended to adopt same to the maximum benefit to Town effective from the effective date of any such legislation authorizing same or sunseting as the case may be, subject to ratification by the Town Board at the next following regular or special Town Board meeting, or otherwise at the earliest opportunity for such formal ratification.

10. APPOINTMENTS

RESOLVED that the following appointments by the Town Board are hereby approved for 2025, unless otherwise stated:

DEPUTY TOWN SUPERVISOR-Gary Harrington

CODES/BUILDING OFFICER- Dean Gass

DOG CONTROL OFFICER- Karen Ashley

HISTORIAN- West Monroe Historical Society

ENGINEER-Open

ATTORNEY- Law Offices of Courtney M. Hills, P.C.

DEPUTY HIGHWAY SUPERINTENDENT- Michael Krahl
SEWER ADMINISTRATOR- Paul Springer and Jack Reakes
DEPUTY REGISTRAR- Stephanie Maher
DEPUTY CLERK- Stephanie Maher
MARRIAGE OFFICER-Cortney Rhinehardt
PARKS ADMINISTRATOR- TBD
BUILDING ADMINISTRATOR- Cortney Rhinehardt

11. APPOINTMENT OF LICENSING OFFICER; TAX COLLECTOR

WHEREAS, it is necessary for the Town of West Monroe to designate the official licensing officers; Now therefore be it, RESOLVED, that the Town Clerk is hereby designated as the official licensing officer, records and FOIL officer and as the Tax Collector for Town taxes, and the authorized officer for issuance of notices and billings for collection for water, sewer, refuse, and any other special assessments or charges/fees due the Town. Now, therefore be it, RESOLVED, that the Town Clerk is hereby designated as the official licensing officer, official licensing, records and FOIL officer and as the Tax Collector for Town taxes, and the authorized officer for issuance of notices and billings for collection for water, sewer, refuse, and any other special assessments or charges/fees due Town.

12. AUTHORIZING APPOINTMENT OF SPECIAL OFFICER

RESOLVED that in the event any state, federal, county or other authority, agency, foundation or other charitable or not for profit entity benefit or assistance program applied for/through and/or is pending, awarded, committed to, closed and/or drawn down on or otherwise acted on during the 2025 year, at the terms and conditions thereof require(s) that a certain Town officer, employee or representative position be established for purposes of ensuring compliance with all terms and conditions of such assistance or other benefits, and as well the appointment of a person to such officer, employee, or representative position, the Town Supervisor shall be entitled to establish such office, employee or representative position and shall have sole discretion to appoint such person(s) of his choosing and in his sole discretion; unless otherwise required by law and affirmed as such by duly adopted resolution of the Town Board such person(s) and for serving in any such position, shall not be salaried or otherwise compensated including by hourly or other independent contract; the foregoing however shall not preclude the Town Board from providing for compensation to an existing salaried or hourly employee or officer appointment to for performing such services where same are not required under the Officers/employees job duties description established by civil service or the Town Board; no person assuming such position upon appointment shall make any claim for compensation or consideration for services performed after appointment and acceptance of such position after the adoption of this resolution.

13. PETTY CASH FUND

WHEREAS, it is necessary for the Town of West Monroe to establish a revolving petty cash fund not to exceed \$100.00 for the Town Clerk/Treasurer, Now, therefore be it, RESOLVED, that the said Town Clerk/Treasurer is authorized to establish \$100.00 petty cash fund.

WHEREAS, it is necessary for the Town of West Monroe to establish a revolving petty cash fund not to exceed \$200.00 for the collection of Town tax payments, Now, therefore be it, RESOLVED, that the said Town Clerk/Treasurer is authorized to establish \$200.00 petty cash fund for the collection of Town tax payments.

14. HOLIDAY SCHEDULES

RESOLVED the following holiday schedule will be in effect for 2025 calendar year

- Wednesday, January 1, New Year's Day
- Monday, January 20, Birthday of Martin Luther King, Jr.
- Monday, February 17, Presidents Day
- Monday, May 26, Memorial Day
- Thursday, June 19, Juneteenth
- Thursday, July 3, Independence Day
- Monday, September 1, Labor Day
- Monday, October 13, Columbus Day
- Tuesday, November 11, Veterans Day
- Thursday, November 27, Thanksgiving Day
- Thursday, December 25,

LET IT BE FURTHER RESOLVED the highway personnel holiday schedule is in accordance with their union contract.

15. RULES OF ORDER

RESOLVED that the following Rules of Order be and the same are hereby adopted pursuant to Town Law, §63:

Rules of Order of the Town Board of the Town of West Monroe

1. The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in debate.
2. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as follows:
 - a. Pledge of Allegiance
 - b. Approve prior meetings minute
 - c. Approve bills
 - d. Supervisor report
 - e. Open Board Forum
 - f. Reports of officers and departments
 - g. Introduction of resolutions and motions.
3. Public Hearings: It shall be the duty of the Supervisor to preside at all general or special business hearings to instruct all persons addressing the Board to state their names and addresses and to request those in favor of the proposal

before the Board to speak first and those in opposition to speak last. At such hearings, the Board may by special rules prescribe the time to be allotted to each speaker and the number of times each speaker may speak.

4. At the close of the public hearing as provided for in paragraph "3" above, the Supervisor may grant any member of the general public in attendance at such meeting a reasonable opportunity to be heard on any question or subject in which the Town or its government is concerned.

5. Every resolution or motion must be seconded before being put to a vote by the Supervisor, and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.

6. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.

7. No motion or resolution may be brought to a vote except by the majority consent of those present, unless printed or typewritten copies thereof are presented to each member of the Board 48 hours prior to the opening of the meeting at which such motion or resolution is offered.

8. No member shall speak more than once on any questions until every member choosing to speak shall have spoken, nor more than twice in any case without leave of the Board.

9. When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to a committee, or (d) to amend. These latter motions are neither amendable nor debatable.

10. No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.

11. A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.

12. If the above stated rules are, or become at any time, in conflict with the statutory law, the statutory law shall take precedence.

13. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.

14. Any persons speaking to the Board with the consent of the Supervisor shall address their remarks to the Board, not to other members of the audience in the form of a debate.

16. AUTHORIZATION FOR CLAIMS TO BE AUDITED:

WHEREAS, it will become necessary for the Town Board to consider certain claims for payment during the year, Now therefore be it RESOLVED, that the Town Board of the Town of West Monroe be and hereby is authorized to audit and pay proper certified and authorized claims as may come before it during the year.

17. AUTHORIZATION FOR PAYMENT IN ADVANCE OF AUDIT:

WHEREAS, the Town Board has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and WHEREAS, all such claims shall be presented at the next regular meeting for audit. NOW THEREFORE BE IT RESOLVED: Section 1. That the Town Board authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges, health insurance, phone services, State Insurance Fund, cell phone service and all such claims shall be presented at the next regular meeting for audit. Section 2. That this resolution shall take effect immediately.

18. AUTHORIZING SEQRA DETERMINATION

RESOLVED that except as maybe otherwise indicated or acknowledged by the Town Attorney, all acts of the Town Board which constitute "actions" under NYS Environmental Quality Review Act shall be deemed Type II actions and thus not subject to SEQRA review.

19. VIOLENCE PREVENTION POLICIES

RESOLVED that the Workplace Violence Prevention Policy currently in effect and last reviewed by the Town Board in January 2016 shall remain in effect.

RESOLUTION #91-2023 MOTION moved by Supervisor Maher, seconded by Councilor Harrington

Ayes-5 Maher, Harrington, Green, Hickey, Parrotte

RESOLUTION #92-2024 MOTION TO CLOSE THE REGULAR MEETING Moved by Supervisor Maher, seconded by Councilor Green

Ayes-5 Maher, Harrington, Parrotte, Green, Hickey

The meeting closed at 11:30 AM.