

**TOWN BOARD
TOWN OF OAKFIELD
JANUARY 3, 2020**

ROLL

CALL: Supervisor Martin
Deputy Supervisor Glor
Councilman Carroll
Councilman Kabel
Councilman Wolcott

OTHERS

PRESENT: Town Clerk Haacke
Superintendent of Highways Schultz
Code/Zoning Officer Mikolajczyk

Supervisor Martin called the meeting order at 12:00 pm; followed by the Pledge to the Flag.

SALARY SCHEDULE a motion was by Councilman Carroll, seconded by Councilperson Glor and carried by unanimous vote to approve the following Salary Schedule:

	2019	2020
Supervisor	8,200.00	9,000.00
Councilman (4) each	2,800.00	3,000.00
Town Clerk	30,772.00	32,926.00
Town Tax Collection	1,925.00	1,983.00
Registrar	705.00	705.00
Justice I	10,108.00	10,411.00
Justice II	10,108.00	10,411.00
Court Clerk I	9,303.00	9,582.00
Highway Superintendent	64,890.00	66,228.00
Admin. Asst. HW Super.	0.00	13,000.00
Public Works Administrator	15,000.00	Removed
Parks Administrator Srv	2,163.00	2,208.00
Cemetery Administrator Srv	1,800.00	1,836.00
Assessor	19,400.00	19,700.00
Zoning Officer	4,111.00	4,235.00
Code Officer	4,120.00	4,244.00
Baldwin Business Service	15,500.00	17,000.00
Highway-MEO	23.75 hr.	24.25 hr.
Laborer, PT (Highway-winter wing man)	16.34 hr.	16.67 hr.
Laborer PT (Highway-winter)	14.70 hr.	15.00 hr.
Laborer, PT (Highway-summer/mower)	14.70 hr.	15.00 hr.
Deputy Town Clerk I	0.00	7,000.00
Deputy Town Clerk II	13.43 hr.	13.70 hr.
Laborer, PT (Highway-Summer)	16.34 hr.	16.67 hr.
Public Works Clerk	2,000.00	Removed

RESOLUTION NO. 1-2020: TOWN OF OAKFIELD LEGAL SERVICES AGREEMENT:

Councilperson Glor offered the following:

RESOLVE, the Town of Oakfield shall enter into a Legal Service Agreement with Attorney David C. Schubel, Attorney at Law for an hourly rate of \$195.00.

Second: Councilman Wolcott

Ayes: Martin, Glor, Carroll, Kabel, Wolcott

APPROVED UNANIMOUS VOTE (5-0)

APPOINTMENTS: The following appointments were submitted for approval:

- A. **Monthly Meeting-** Second Tuesday of every month @ 6:30 pm
- B. **Official Newspaper-** The Daily News
- C. **Bank Depository-** Bank of Castile
- D. **Deputy Supervisor-** Councilman Wolcott
- E. **Town Zoning Officer-** Mark A. Mikolajczyk
- F. **Code Enforcement Officer-** Mark A. Mikolajczyk
- G. **Library Board of Trustees-** N/A
- H. **Youth Recreation-** Roxanne Munger
- I. **Zoning Board of Appeals-** N/A (need two members)
- J. **Planning Board-** Full Board all set
- K. **Attorney-** David C. Schubel
- L. **Mileage-** current is .58 cents per mile (IRS rate)
- M. **Surplus Funds-**The Supervisor is directed to invest surplus funds, not to exceed current expenses using area banks.
- N. **Fuel-**The Highway Superintendent is authorized to purchase fuel from any source in case of emergency.
- O. **Buildings & Grounds Administrator-** Michael W. Schultz
- P. **Administrative Assistant to HW Super.** Melissa M. Haacke
- Q. **Parks Administrator-** Michael W. Schultz
- R. **Cemetery Administrator-** Michael W. Schultz
- S. **Utilities-**The Supervisor is authorized to pay all utilities and other invoices to take advantage of due dates.
- T. **Tools-**the Highway Superintendent is authorized to purchase small supplies and tools needed not to exceed \$6,000.00 total for the year 2020.
- U. **Town Clerk's Office Hours-**9AM-4PM Monday-Friday. During the month of January, the Clerk's office will be open Saturday, January 18th & January 25th 9AM to Noon, further the Town Clerk's office will mirror the four (4) 10 hour work day of the Highway Department beginning in May and ending in October.
- V. **Town Clerk's Deputy I** Barry D. Flansburg
- W. **Town Clerk's Deputy II** Sherrie Rodriguez
- X. **Registrar-** Melissa M. Haacke
- Y. **Town Tax Collector-** Melissa M. Haacke
- Z. **Adult Culture & Recreation Administrator-** Melissa M. Haacke
- AA. **Health Reimbursement Administrator-** Melissa M. Haacke
- BB. **Holidays & Sick Days-**the list of holidays in the men's contract, sick days and vacation days will be observed by Town Highway Employees
- CC. **Examination of Books-**The annual examination of books will be set by the Audit Committee.
- DD. **Disaster Coordinator-** Thomas A. Graham

A **motion** was made by Councilman Kabel, seconded by Councilperson Glor and carried by unanimous vote to approve the appointments above.

A ROLL CALL Vote went as follows:

Supervisor Martin	Aye
Deputy Supervisor Wolcott	Aye
Councilman Carroll	Aye
Councilperson Glor	Aye
Councilman Kabel	Aye

PASSED (5-0)

COMMITTEE APPOINTMENTS for 2020 are as follows:

1. **Insurance-** Councilman Kabel/Councilman Carroll
2. **Highway-** Deputy Supervisor Wolcott/Councilman Kabel
3. **Personnel-** Deputy Supervisor Wolcott/Supervisor Martin/Councilperson Glor
4. **Bldg. & Grounds-** Councilman Kabel/Supervisor Martin
5. **Water-** Councilperson Glor/Deputy Supervisor Wolcott
6. **Cablevision-** Councilman Carroll/Councilman Kabel
7. **Fire Budget Liaison-** Supervisor Martin/Councilperson Glor
8. **Audit-** Deputy Supervisor Wolcott/Supervisor Martin
9. **Library Liaison-** Councilman Carroll/Councilperson Glor
10. **Economic Devel.-** Councilperson Glor/Supervisor Martin
11. **Bookkeeper-** Baldwin Business Service, Nunda, NY
12. **GAM Rep.-** Supervisor Martin/Councilman Carroll
13. **Youth Recreation-** Supervisor Martin/Councilperson Glor

A **motion** was made by Councilman Carroll, seconded by Councilman Kabel and carried by unanimous to approve the committee appointments as submitted.

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

MOTION carried (5-0)

Thomas Graham swore in Supervisor Martin, Deputy Supervisor Wolcott, Councilman Kabel, Councilperson Glor, Town Clerk Haacke and Superintendent of Highways Michael Shultz.

With no further business to come before the Board, a **motion** was made by Councilman Kabel, seconded by Councilman Carroll and carried by unanimous vote to adjourn at 12:22 pm.

Respectfully submitted,

Melissa M. Haacke,
Town Clerk