

**TOWN OF EAST BLOOMFIELD
P. O. BOX 85
99 MAIN STREET
EAST BLOOMFIELD, NEW YORK 14443**

2019 ORGANIZATIONAL MEETING AGENDA

January 14, 2019 6:00 PM

6:00 PM Pledge of Allegiance – Town Councilperson - Fessner

Organizational Meeting

1. Resolution 2019-002 for General Appointments and Actions – attached
2. Resolution 2019-003 to Set Salaries and Pay Rates for 2018 - attached
3. Resolution 2019-004 for Temporary/Seasonal and Special Boards Appointments – attached
4. Resolution 2019-005 to Set Water and Sewer Rates for 2019 – attached
5. Resolution 2019-006 to Set Rate Schedule for Gravel, Planning and Zoning for 2019 - attached
6. Town Board Committee Appointments – attached (no Board action required)
7. Adjournment

Fred Wille
Supervisor

COMMITTEE APPOINTMENTS

Audit/Finance Committee – Chair: MacMillan, Co Chair: Conradt

Conduct annual reviews of each department's finances, recordkeeping and internal controls according to the guidelines set forth by the New York State Comptroller's Office.

1. Biennially, in the year in which the Town Supervisor's term begins, develop a Request for Proposal for an external audit of the entire Town's books and internal controls and follow through with Town Board to external audit's completion.
2. Produce annual budgetary requirements to the Supervisor and Budget Officer.

Buildings and Grounds – Chair: Wille, Co Chair: Fessner

Responsibilities:

1. Coordinate the maintenance of all Town capital assets, including buildings, grounds, parks, and cemeteries
2. With the Veterans Park Operations Manager, coordinate all activities associated with improvements to the Veterans Park recreation area.
3. Recommend capital improvements to any property to the Town Board as appropriate.
4. Coordinate the development of specifications and bidding for any regular maintenance project as well as capital improvements.
5. Respond to emergency maintenance issues, eg. Water leaks.
6. Develop and maintain a long range improvement plan for the Town Hall, with recommendations on prioritization and the use of any Building reserve funds.
7. Produce annual budgetary requirements to the Supervisor and Budget Officer.

Highway – Chair: MacMillan, Co-Chair: Wille

Responsibilities:

1. Maintain frequent, open communication with Highway Superintendent and staff
2. Assist Highway Superintendent with any residents' concerns, as needed
3. Report any concerns of the Highway Superintendent to the Town Board, as needed, during Town Board meetings at which the Highway Superintendent is not present
4. Provide Highway Superintendent with support, as needed
5. Assist Highway Superintendent with annual road repair budget, as needed, in concert with Supervisor

Insurance – Chair: Mitchell

Responsibilities:

1. Triennially, develop a Request for Proposal for a complete review of the Town's Liability, Officers' and Equipment insurance coverage, to insure all coverages are appropriate and sufficient.
2. Triennially, develop a Request for Proposal for quotes on the Town's Liability, Officers' and Equipment insurance.
3. Annually, communicate with employees covered by the Town's health insurance benefit to insure their satisfaction with the service from the insurance broker and provider.
4. Annually, with the insurance provider, review health insurance options available at that time to insure the lowest cost to the employees and the Town while maintaining appropriate coverage of employees.
5. As necessary, review relationships with insurance agents and brokers to identify any service issues. Make recommendations to the Town Board to change agents or brokers, if service issues cannot be resolved.
6. Produce annual budgetary requirements to the Supervisor and Budget Officer

IT/Technology – Chair: MacMillan

Responsibilities:

1. Work with Town IT Personnel for awareness of concerns and update plans for Town Hall and Highway Department.
2. Research and make recommendations to the Town Board on needed updates for IT and computer hardware and software.
3. Work with IT Tech to produce annual budgetary requirements to the Supervisor and Budget Officer.

Parks and Recreation – Chair: Fessner Co-Chair: Conradt

Responsibilities:

1. Serve on the Town of East Bloomfield Recreation Consortium board.
2. Work with Buildings and Grounds Chair to make capital improvements to parks consistent with the Town's Recreation Master Plan.
3. Recommend to the Town Board and assist in development of new and improvements to existing Parks and Recreation Programs.
4. Work with recreation program directors, as necessary.
5. Identify or rectify any concerns or issues with the Parks and Recreation activities within the Town.
6. Produce annual budgetary requirements to the Supervisor and Budget Officer.

Personnel/Town Operations – Chair: Wille Co-Chair: Conradt

Responsibilities:

1. Review and recommend updates to Personnel Policy/Employee Handbook annually.
2. Respond to employees' requests as needed.
3. Insure compliance with Town policy with changes in employee status, such as retirement, injury/compensation claims, etc.
4. Identify and recommend to the Town Board changes in personnel as required, including changes in duties and responsibilities.
5. Maintain open communications with all personnel to insure Town operations are running smoothly.
6. Produce annual budgetary requirements to the Supervisor and Budget Officer

Water and Sewer – Chair: Wille Co Chair: Mitchell

Responsibilities:

1. Work with Water Billing Clerk to develop solutions to users' concerns with water billings.
2. Identify and coordinate infrastructure improvements as needed.
3. Identify and coordinate new infrastructure as defined within the Town's Comprehensive Plan.
4. Coordinate fulfillment of New York State Department of Health mandates as needed, including annual reports, notices to consumers, etc.
5. Work with the Village of Bloomfield Department of Public Works as needed in the fulfillment of the obligations set forth in the Water and Sewer Maintenance Contract.
6. Administer all contracts for water and sewer purchase, maintenance and usage as well as ordinances and emergency plans in place regarding the water and sewer services.
7. Produce annual budgetary requirements to the Supervisor and Budget Officer.