

**Town of Rathbone
Organizational Meeting
January 5, 2016**

ORGANIZATIONAL TOWN BOARD MEETING OF THE RATHBONE TOWN BOARD, 8088 COUNTY RTE 21, ADDISON, NY 14801 COUNTY OF STEUBEN, WAS HELD ON THE 5th DAY OF JANUARY 2016.

MEMBERS PRESENT

Russell Morseman III – Town Supervisor
William Reagan – Councilman
Lanny Newell – Councilmen
Roderick Brutsman – Councilman

OTHERS PRESENT

Mary Jacobson-Town Clerk, Don McCaig, Paul Lewis, Lori Lewis, Judy Reagan, Pam Morseman, Duane Miles, Joni Wilson, Laurie Knapp

Russell Morseman III, Town Supervisor, called the organizational meeting to order at 6:00pm.

Resolution 01-16

2016 Appointments

A Town Board Resolution to appoint the following individuals to fill the positions listed below as Town Officers was motioned by Roderick Brutsman and seconded by Lanny Newell

COURT CLERK – 4 year term	KATHY KNOPF
BUDGET OFFICER – 1 year term	MARY JACOBSON
BOOK KEEPER – 1 year term	RUSSELL MORSEMAN III
DEPUTY TOWN CLERK – 2 year term	HANNAH JACOBSON
DEPUTY REGISTRAR – 2 year term	HANNAH JACOBSON
BUILDING CODE INSPECTOR – 1 year term	RONALD P JACOBSON
DOG CONTROL OFFICER - 1 year term	DANIEL DRAPER II
HEALTH OFFICER – 1 year term	WILDA HAGER
TOWN ATTORNEY – 1 year term	BRIAN SCHU

Roll Call Vote

Member	Accept Resolution
Russell Morseman III	Yes
William Reagan	Yes
Lanny Newell	Yes
Roderick Brutsman	Yes

Resolution 02-16

2016 Official Depository

A Town Board Resolution to name Community Bank NA as the official depository for town monies for the Town of Rathbone was motioned by William Reagan and seconded by Lanny Newell

Roll Call Vote

Member	Accept Resolution
Russell Morseman III	Yes
William Reagan	Yes
Lanny Newell	Yes
Roderick Brutsman	Yes

Resolution 03-16

2016 Official Publications

A Town Board Resolution to name the town website and The Leader as the official publication for legal notices and the town website and the Addison Post as the official publication for notice of public hearings and other communications affecting only the residents of the Town of Rathbone was motioned by Lanny Newell and seconded by William Reagan

Roll Call Vote

Member	Accept Resolution
Russell Morseman III	Yes
William Reagan	Yes
Lanny Newell	Yes
Roderick Brutsman	Yes

Resolution 04-16

Bank Account Signers

A Town Board Resolution to designate the following individuals as signers on town accounts at Community Bank, NA: Michael Knopf as signer for the justice account, Mary E Jacobson as signer for the town clerk account, the town clerk DEC account, and the tax collector account, and Russell Morseman III as the signer on the supervisor accounts was motioned by Lanny Newell and seconded by William Reagan

Roll Call Vote

Member	Accept Resolution
Russell Morseman III	Yes
William Reagan	Yes
Lanny Newell	Yes
Roderick Brutsman	Yes

Resolution 05-16

Town Policies

A town board resolution to review and adopt the town policies including the Equal Employment Opportunity Policy, Complaints and Grievance Policy, Sex Discrimination & Sexual Harassment Policy, Code of Ethics, Computer Policy, Drug and Alcohol Policy, Procurement Policy, Vehicle Use Policy, Lockout Tag out Policy, Workplace Violence Policy, Hearing Conservation Policy, Hazardous Material Response Policy was motioned by William Reagan and seconded by Lanny Newell

Roll Call Vote

Member	Accept Resolution
Russell Morseman III	Yes
William Reagan	Yes
Lanny Newell	Yes
Roderick Brutsman	Yes

Resolution 06-16

2016 Meeting Times

A Town Board Resolution to hold the regular monthly meetings of the Rathbone Town Board on the third Tuesday of each month at 6:00pm was motioned by William Reagan and seconded by Roderick Brutsman

Roll Call Vote

Member	Accept Resolution
Russell Morseman III	Yes
William Reagan	Yes
Lanny Newell	Yes
Roderick Brutsman	Yes

Resolution 07-16

2016 Mileage Rate

A Town Board Resolution to set the town mileage rate at \$0.54 per mile was motioned by Roderick Brutsman and seconded by Lanny Newell

Roll Call Vote

Member	Accept Resolution
Russell Morseman III	Yes
William Reagan	Yes
Lanny Newell	Yes
Roderick Brutsman	Yes

Resolution 08-16

2016 Town Salaries

A Town Board Resolution to set the town salaries as presented in the 2016 Town Budget and as described below was motioned by William Reagan seconded by Lanny Newell

Roll Call Vote

Member	Accept Resolution
Russell Morseman III	Yes
William Reagan	Yes
Lanny Newell	Yes
Roderick Brutsman	Yes

POSITION	SALARY
=====	=====
TOWN SUPERVISOR	\$ 7,000.00
TOWN CLERK / TAX COLLECTOR	\$ 9,900.00
TOWN BOARD (4 MEMBERS)	\$ 1,200.00
TOWN JUSTICE	\$ 4,110.00
COURT CLERK	\$ 600.00
TOWN ASSESSOR	\$ 7,800.00
ASSESSOR CLERK	\$ 12.00 / HR
SUPERINTENDANT OF HIGHWAYS	\$ 30,000.00
GRIEVANCE BOARD (2 MEMBERS/ \$225.00 each)	\$ 450.00
CHAIRMAN GRIEVANCE BOARD	\$ 250.00
BUDGET OFFICER	\$ 2,520.00
BOOK KEEPER	\$ 2,520.00
BUILDING CODE INSPECTOR	\$ 3,900.00
ANIMAL CONTROL OFFICER	\$ 14.00 / HR
HEALTH OFFICER	\$ 400.00
TOWN ATTORNEY (\$1500.00 BUDGETED)	\$ 1,500.00
HIGHWAY DEPARTMENT (M. E. O.)	\$ 17.85/ HR
UTILITY WORKER	\$ 10.50/HR

Resolution 09-16

Advance Utility Bill Payment

A Town Board Resolution to allow the Town Supervisor, Russell Morseman III, to pay utility bills prior to the monthly board meeting specifically Armstrong Telephone and NYSEG was motioned by William Reagan and seconded by Lanny Newell

Roll Call Vote

Member	Accept Resolution
Russell Morseman III	Yes
William Reagan	Yes
Lanny Newell	Yes
Roderick Brutsman	Yes

William Reagan motioned to adjourn at 6:37PM seconded by Lanny Newell

Roll Call Vote

Member	Accept Resolution
Russell Morseman III	Yes
William Reagan	Yes
Lanny Newell	Yes
Roderick Brutsman	Yes

Submitted By:

Mary E. Jacobson
Rathbone Town Clerk