

The January Regular and Organizational Meeting of the Town of Plainfield was held

January 8th at 700pm in the Town Hall

Members Present:

Supervisor-Todd Lewis

Deputy Supervisor-James Roberts

Board Members-Michael Laukaitis

Wendell Rogers

Connie Peeters

Town Clerk-Jon Cockett

Highway Superintendent-Kendrick Wilcox

Public-12

Supervisor Lewis opened the meeting at 700pm with the Pledge of Allegiance

Supervisor Lewis asked the public for any concerns

1. Possible deer jacking happening in the Town, as resident found remains of multiple carcasses on their property

Report all suspected violations to DEC

2. Is the Town safe secure with Town records.

Town Clerk had Town safe serviced and is secure with combination

3. What is the status of Saunders Gulf Rd.

Highway Super. K. Wilcox will contact Ken Roberts for ideas on repairs and costs of repairs to satisfy DOT

Assessor Report

Given by Todd Lewis

Assessor is attending classes for needed courses. John is mailing all tax exempt forms

Highway Report

A part time employee is needed to assist regular crew in plowing and possibly summer road work. A part timer will allow 4 trucks on the road to plow as driven by 2 regulars, Highway Super and part timer.

Town Response, a special meeting will be held when Highway Super submits qualifications and job description to Town Board. A completed job application and

acceptable background check has to be completed as well as drug screening prior to anyone hired.

Supervisor Report

None given as all bank statements have not arrived in mail

Town Clerk Report

Jon Cockett presented the December Clerk report. Connie Peeters motioned to accept with a second by Wendell Rogers. The Board voted with Lewis-aye, Roberts-aye, Laukaitis-aye, Rogers-aye, Peeters-aye. Carried

December Minutes

James Roberts motioned to accept the minutes as read. Second by Mike Laukaitis. The Board voted with, Lewis-aye, Roberts-aye, Laukaitis-aye, Rogers-aye, Peeters-aye. Carried

General Abstract 13-\$2053.80

Town Clerk presented General Abstract #13 with vouchers 183-191. Wendell Rogers motioned to accept and pay. Second by Mike Laukaitis. The Board voted with Lewis-aye, Roberts-aye, Laukaitis-aye, Rogers-aye, Peeters-aye. Carried

Highway Abstract #13-\$4790.01

Town Clerk presented Highway Abstract #13 with vouchers 155-165. Jim Roberts motioned to accept and pay. Second by Mike Laukaitis. The Board voted with Lewis-aye, Roberts-aye, Laukaitis-aye, Rogers-aye, Peeters-aye. Carried

General Abstract #1-\$539.02

Town Clerk presented General Abstract #1 with vouchers 1-5. Connie Peeters motioned to accept and pay. Mike Laukaitis second. The Board voted with Lewis-aye, Roberts-aye, Laukaitis-aye, Rogers-aye, Peeters-aye. Carried

Highway Abstract #1-\$5340.58

Town Clerk presented Highway Abstract #1 with vouchers 1-6. Mike Laukaitis motioned to accept and pay. Second by Jim Roberts. The Board voted with Lewis-aye, Roberts-aye, Laukaitis-aye, Rogers-aye, Peeters-aye. Carried

Organizational

APPOINTMENTS

Appointments to positions of

Historian:

Nancy Melville

Dog Control Officer:

Gordon Chafee

Land Use Board of Appeals: John Maring

Planning Board: John McNulty
Bruce Aikens

Land Use Administrator John McNulty

Board of Assessment Tom Peeters

Budget Officer Jon Cockett

Registrar of Vital Stats Jon Cockett

Health Officer Doug Capraro

_____ Connie Peeters _____ motioned to accept the appointments, with the exception of Land Use Administrator

_____ Mike Laukaitis _____ 2nd the motion.
The Board voted with Lewis-aye, Roberts-aye, Laukaitis-aye, Rogers-aye, Peeters-aye. Carried

FIXED MEETING TIME POLICY

7:00 P.M. the Second Thursday of each month for the regular Board Meeting
PLACE: Plainfield Town Hall, 129 County Route 18A, Unadilla Forks, Town of Plainfield, Otsego County, New York

MILEAGE COMPENSATION POLICY: \$.57.5 Per mile EXCEPT for Assessor.
The Dog Control allowance for Gas Mileage as requested shall not exceed \$100.00 for the year.

ADOPTION OF RULES , REGULATIONS AND ALL TOWN POLICYS AS STATED FOR 2015

- Highway Department Work Rules**
- Sexual Harassment Policy**
- DOT Drug and Alcohol Policy**
- Code of Ethics**
- Procurement Policy**
- Investment Policy**

_____ James Roberts _____ motioned as Resolution #1 to adopt the rules, regulations, Town policy's for 2015 for the Town of Plainfield.

_____ Connie Peeters _____ 2nd the motion.
The Board voted with Lewis-aye, Roberts-aye, Laukaitis-aye, Rogers-aye, Peeters-aye. Carried

SALARIES:

- Town Supervisor \$ 5,000.
- Highway Superintendent \$ 40,550.
- Town Board \$ 1,000. (Each)
- Town Clerk \$ 6,700.
- Tax Collector \$ 1,600.
- Justice \$ 4,300.

- Court Clerk \$ \$13.41 per hour.
- Assessor \$ 7,500.
- Chairman Board of Assessment Review Board \$ 100.
- Members of Assessment Review Board \$ 75. (Each)
- Budget Officer \$ 500.
- Dog Control Officer \$ 800.
- Health Officer \$ 200.
- Registrar of Vital Statistics \$ 500.

WAGES FOR THE HIGHWAY DEPARTMENT: \$15.53 per hour as outlined in the union Contract for bargaining members.

BENEFITS:

Health Insurance: Highway department Regular Full time ONLY AS OUTLINED IN BARGAINING UNIT CONTRACT.

PAY SCHEDULES:

BI-WEEKLY

Highway Department
 Highway Superintendent
 Town Supervisor
 Town Clerk

MONTHLY

Town Justice
 Court Clerk
 Assessor

QUARTERLY

Town Board
 Tax Collector
 Dog Control Officer

ANNUAL

Chairman, Board of Review (June)
 Board of Review Members (June)
 Registrar of Vital Statistics
 Budget Officer
 Health Officer

Official Newspaper: West Winfield Star

OFFICIAL TOWN DEPOSITORIES: NBT Bank , Having FDIC Insurance or Approved Collateral Agreement in Effect (see investment policy)

PETTY CASH FUNDS:

\$ 80.00 - Town Clerk
 \$125.00 - Justice

HIGHWAY PURCHASES OF GOODS AND SERVICES LIMITED TO \$750 without Prior Board Approval, and in accordance with the Procurement Policy.

Authorize Town Supervisor: To pay utility, freight/postage, payrolls, and health insurance premiums, and contracts over 1 year in length prior to Board audit.

In Lieu of the financial report for January 30, 2015, The Supervisor shall submit to the Town Clerk within 60 days of filing with the State Comptroller, and the Clerk Shall Publish within 10 Days Thereafter in the official Newspaper that such report is available on file for public viewing.

AUTHORIZE THE TOWN SUPERVISOR To Invest Town Funds According to the Investment Policy.

A CHARGE OF \$20 SHALL BE IMPOSED FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS

EARNED VACATION PAY: May be imposed prior to the vacation.

THE TOWN SUPERVISOR IS AUTHORIZED to sign contracts for the Town and/or Town Board

PART-TIME HIGHWAY EMPLOYEES WAGES

\$10.38 and \$13.86 per hour for the Part-Time Highway Employees includes the 2% increase previously approved by the board.

Adjournment

The meeting was adjourned at 845pm on a motion by Mike Laukaitis and seconded by Connie Peeters. The Board voted with Lewis-aye, Roberts-aye, Laukaitis-aye, Rogers-aye, Peeters-aye. Carried

