REGULAR BOARD MEETING **TOWN HALL**
JANUARY 6, 2016 **7:30 P.M.**

Present: Supervisor Martin A. Ballowe, Councilmen Jeffrey A. Genzel, Jay P. Boardway, Jason A. Keding and Zachary A. W. Munger.

Also Present: Highway Superintendent Telaak, Town Attorney Kobiolka.

A motion was made by Councilman Boardway and was seconded by Councilman Genzel to authorize Supervisor Ballowe to enter into a contract for legal services confirming agreement with Mr. Brian Doyle, an attorney to represent the interests of the Board.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Keding and seconded by Supervisor Ballowe to adopt the minutes of the December 16, 2015 regular meeting.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	No	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes one (1) No one (1) Yes Carried

A motion was made by Councilman Munger and seconded by Supervisor Ballowe, upon review by the Town Board, that fund bills on the Abstract dated December 30, 2015 in the amount of $63,445.90 be paid.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

Received and filed annual report from Grant Writer Connie Miner.

REGULAR BOARD MEETING
JANUARY 6, 2016

TOWN HALL
7:30 P.M.

The following persons were heard:

Barb Bender Suto
Richard Hawkins
Russell Goldberg

A motion was made by Supervisor Ballowe and was seconded by Councilman Boardway to close the floor.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Boardway and was seconded by Councilman Keding to appoint the following:

2016 APPOINTMENT	TITLE	TERM
Michael L. Kobiolka	Town Attorney, PT	12/31/17
Patricia Maxwell	Deputy Town Atrney/Prosecutor, PT	12/31/16
William G. Ferguson	Code Enforcement Officer, PT	12/31/16
TBD	Deputy Code Enforcement, PT	12/31/16
Maryann Cumming Mehs	Clerk, PT	12/31/16
Brianna Boncal	Clerk, PT	12/31/16
Joseph Gallagher	Dog Control Officer, PT	12/31/16
Anthony Zeniuk	Recreation Director, PT	12/31/16
Karen Miller	Clerk, PT	12/31/16
John Sibenik	Court Officer, PT	12/31/16
Daniel Mule'	Court Officer, PT	12/31/16
Ashley Karmazyn	Assessment Clerk, PT	12/31/16
Thelma Faulring	Secretary to Boards/Committees, PT	12/31/16
Theresa Horschel	Nutrition Prog. Director, PT	12/31/16
Lori Valentine	Sub Asst. Nutrition Director, PT	12/31/16
Sharon Bulger	Asst. Nutrition Director, PT	12/31/16
Leo Jensen	Town Hall Laborer	12/31/16
Joyce Carr	Marriage Officer	12/31/16
Jacob Karb, III	Liaison - Cobblehill Cemetery	12/31/16
Cheryl Dunmire	Town Hall Cleaner, PT	12/31/16
Robert Telaak	Parks Superintendent	12/31/16

Motion Cont'd:

Town Planner	Sarah DesJardins	12/31/16
Town Engineer	James D. Hannon	12/31/16
Parks Laborer, FT	Scott Fellows	12/31/16
Parks Laborer, Seasonal	Barry Decker	12/31/16
Parks Laborer, Seasonal	Amanda Jensen	12/31/16

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Supervisor Ballowe and was seconded by Councilman Munger to appoint the following:

Jay Boardway	Deputy Town Supervisor	12/31/16
Dawn Boncal	Assistant to Supervisor, PT	12/31/16
Kathleen K. Selby	Bookkeeper/ Budget Director	12/31/16
Dawn Boncal	Town Historian	12/31/16

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

Town Clerk Mulé proceeded to swear in all of the appointed individuals that were in attendance.

A motion was made by Councilman Boardway and seconded by Supervisor Ballowe to establish the following Salary Schedule for 2016.

2016 SALARY SCHEDULE

Position	Salary
Assistant to the Supervisor, PT	15/Hr.
Bookkeeper	45,320 /Yr.
Deputy Supervisor	1,000/Yr.
Clerk, PT (Court)	14.42/Hr.

Motion Cont'd:

Court Clerk	35,540/Yr.
Assessor	36,400/Yr.
Assessment Clerk, PT	13.39/Hr.
Hwy Clerk, PT	12/Hr.
Town Attorney	30,596/Yr.
Dep. Attorney/Prosecutor	14,538/Yr.
Court Officer, PT (2)	5,114/Yr.
Clerk, PT	15/Hr.
Clerk, PT	14/Hr.
Secretary to Boards , PT	15/Hr.
Recreation Director, PT	16,150/Hr.
Code Enforcement Officer, PT	20,265/Yr.
Deputy Code Enforcement, PT	5,100/Yr.
Dog Control Officer, PT	9,671/Yr. +$1 per parcel
Nutrition Program Director	11.25/Hr.
Asst. Nutrition Program Director	11.25/Hr.
Laborer, PT - Town Hall	14.32/Hr.
Cobblehill Cemetery Liaison	300.00/Yr.
Town Historian	2,550/Yr.
Cleaner, PT Town Hall	3,600/Yr.
Budget Director	3,500/Yr.
Parks Superintendent	7,983/Yr.
Parks Seasonal Employees (2)	$14.50/Hr., $12/Hr.
Parks Laborer, FT	35,000/Yr.

Highway Department

Per Collective Bargaining Agreement

Elected Officials

Supervisor-$30,025, Councilman (4)-$8,250, Highway Superintendent -$56,290
Town Clerk- $44,820, Town Justices (2)-$16,125

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Boardway and seconded by Supervisor Ballowe to set the payment of salaries as follows:

Bi-weekly to the Town Clerk, Supervisor, Assistant to Supervisor, Highway Superintendent, Deputy Highway Superintendent, Bookkeeper, Court Clerk, Clerk PT, Assessor, Assessment Clerk, Secretary to Boards/Committees and M.E.O.'s, truck Drivers, and Laborers, all others are paid on a monthly basis.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Munger and was seconded by Supervisor Ballowe to designate the North Boston branch of the Evans National Bank as the Towns official bank.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Genzel and was seconded by Supervisor Ballowe to schedule dates and times for Regular monthly meetings and agenda review as follows:

Town Board Meeting: First and third Wednesday of the month at 7:30 P.M.

Agenda Review: First and third Wednesday of the month at 5:30 P.M.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Genzel and was seconded by Supervisor Ballowe to Designate the Hamburg Sun as the town's official Newspaper.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Genzel and was seconded by Councilman Boardway to Appointment Councilman Jason Keding and Town Attorney Mike Kobiolka to the NEST Solid Waste Management Board

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Munger and was seconded by Supervisor Ballowe to authorize the Supervisor and the Tax Collector to invest surplus monies.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Keding and was seconded by Councilman Genzel to approve the following three items:

Investment policy:

Investment policy previously adopted by the Town Board where idle town monies may be invested, subject to any further regulation from the State Comptroller pursuant to section 39 of the General Municipal Law as follows:

1. Obligations of Federal Government - Treasury Notes, Treasury Bills, etc.

2. Obligations of Federal Agencies Guaranteed by the Government.

Motion Cont'd:

3. Obligations of the State of New York

4. Certificates of Deposit in Commercial Banks, which are FDIC insured.

5. Regular Savings Accounts, Money Market Accounts in Commercial Banks if proper securities are provided for all monies invested in excess of the amount secured by FDIC.

6. Tax Anticipation Note and Revenue Anticipation Notes of another municipality, district, corporation or school district, any other investments not listed will require prior approval by the Town Board and be in conformance of all state statutes.

The Town Supervisor will keep a record of all such investments and provide a report to all Town Board Members monthly.

Check Writer and Signature Stamp for the Supervisor:

Authorize the use of.

Rate Per Mile:

45 cents per mile.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Munger and was seconded by Supervisor Ballowe to Schedule the Annual Audit Meeting for January 20, 2016 at 6:00 pm.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Munger and was seconded by Councilman Boardway to authorize the Supervisor to lend funds from one account to another.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Munger and was seconded by Councilman Genzel to approve the form and sufficiency of the bonds.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Genzel and was seconded by Councilman Munger to direct the Town Clerk to send letters to refuse collectors that annual licenses are due.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Genzel and was seconded by Supervisor Ballowe to set the hours for New York State Retirement reporting.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Genzel and was seconded by Councilman Boardway to allow the Highway Superintendent and Town Engineer to the Public Improvement Specifications, and they must agree.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Boardway and was seconded by Councilman Munger to authorize the Town Clerk and the Town Justice to keep petty cash funds on hand each in the amount of $300.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

RESOLUTION 2016-01 **PROCUREMENT POLICY**

Councilman Boardway presented the following Resolution and moved its adoption:

NOW THEREFORE BE IT RESOLVED, the Town of Boston does hereby adopt the following procurement policies and procedures for this year:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Sec. 103. Every Town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter "Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file documentation supporting the purchase.

Guideline 2. All purchases of (a) supplies or equipment which will exceed $20,000 in the fiscal year; or (b) public works contracts over $35,000 shall be formally bid pursuant to GML, Sec. 103.

Guideline 3. All estimated purchases of (a) less than $20,000 but greater than $10,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors; or (b) less than $5,000 require an oral request for the goods and oral/fax quotes from 3 vendors if possible; or (c) less than $1,500 are left to the discretion of the Purchaser.

All estimated public works contracts of (a) less than $35,000 but greater than $20,000 require a written RFP and fax/proposals from 3 contractors; or (b) less than $10,000 but greater than $3,000 require a written RFP and fax/proposals from 2 contractors; or (c) less than $3,000 are left to the discretion of the Purchaser. Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and offered. All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good-faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

(a) Acquisition of professional services;
(b) Emergencies;
(c) Sole source situations;
(d) Goods purchased from agencies for the blind or severely handicapped;
(e) Goods purchased from correctional facilities;
(f) Goods purchased from another Governmental agency;
(g) Goods purchased at auction;
(h) Goods purchased for less than $1,500;
(i) Public works contracts for less than $1,500.

Guideline 7. Notwithstanding any of the foregoing provisions of this policy, purchases in the range of $1,500 to $5,000 require written authorization, Purchase Request Form, signed by the Supervisor and the Supervisor will discuss with the Town Board prior to approval. Purchases over $5,000 require approval at a Town Board Meeting.

Guideline 8. Overnight travel in any amount must be approved at a Town Board Meeting.

Guideline 9. All vouchers shall contain information which properly and clearly identify the job, project, vehicle or equipment for which the parts, repair, and/or replacement pertain to. Expense reimbursement will be submitted on a quarterly basis. Full year vouchers accumulated will not be honored.

Guideline 10. The Town Board at its organizational meeting shall review this policy annually or as soon thereafter as is reasonably practicable.

Guideline 11. The following Town Officials are designated as responsible for purchasing:

Supervisor Ballowe
Court Clerk Kummer
Assessor Fitzner
Code Enforcement Officer Ferguson
Highway Superintendent Telaak
Recreation Director
Board Secretary Faulring
Town Clerk Mulé
Bookkeeper Selby
Town Attorney Kobiolka
Cobble Hill Cemetery Liaison Karb
Dog Control Officer
Nutrition Site Coord.Horschel
Town Historian Boncal
Parks Superintendent Telaak

Seconded by Councilman Genzel put to a vote which resulted as follows:

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes — two (2) Yes — Carried

A motion was made by Councilman Genzel and seconded by Supervisor Ballowe to set the following 2016 holidays for the Town of Boston:

New Year's Day	Jan	1	Election Day	Nov	8
Martin Luther King	Jan	18	Veteran's Day	Nov	11
President's Day	Feb	15	Thanksgiving Day	Nov	24
Good Friday	March	25	Day after Thanksgiving	Nov	25
Memorial Day	May	30	Christmas Eve	Dec	24
Independence Day	July	4	Christmas Day	Dec	26
Labor Day	Sept	5			
Columbus Day	Oct	10			

This holiday schedule does not apply to Highway employees. Refer to Collective Bargaining Agreement.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

RESOLUTION 2016-02 ADOPT SCHEDULE OF FEES

Councilman Keding presented the following Resolution and moved its adoption:

BE IT RESOLVED that the Schedule of Fees for the Town of Boston, as attached hereto, be adopted, and to continue thereafter unless otherwise amended; and

BE IT FURTHER RESOLVED that the Schedule of Fees, attached hereto, shall supercede the existing Schedule of Fees to the extent that it expressly alters the same.

Seconded by **Supervisor Ballowe** and put to a vote which resulted as follows:

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

Construction	*Fee*
Residential New	
One, Two & Multiple Family Dwellings… **NOTE:** Floor area shall not include cellar, non-habitable basement, non-habitable attic or carport, but shall include attached garage	$0.25 Sq. Ft.
Non-Residential Buildings (Commercial)	$0.25 Sq. Ft.
NOTE: The Permit Fee for a Building Occupied in Part for Residential use and in Part for Non-Residential use Shall be the Sum of the Two Occupancy Fees Calculated Separately.	
Additions (Residential)	

Up to 100 Square Feet....	$50
Each additional Square Foot....	$0.20 Sq. Ft.
NOTE: Floor Area Same As For New Residential	
Additions (Non Residential/Commercial)	
Up to 100 Square feet	$50
Each additional square foot	$0.30 Sq. Ft.
Accessory Buildings	
Square feet	
under 100	no fee
over 100 up to 400	$50
over 400 up to 700	$90
over 700 up to 1000	$120
over 1000	$125 plus $5 for each additional 100 sq. ft. or part thereof
Decks	
Square feet	
Up to 100	$50
over 100	$75
Alterations/Repair/Renovations	
Up to 200 Square feet	$50
Each additional square foot	$0.15 Sq. Ft.
Late Fee For Building Permit (not subject to Site Plan Approval)	$250
Swimming Pools	
In-Ground	$150
Above-Ground	$75
Demolition Permits	
Up to 500 sq. ft.	$50
Over 500 to 1000 sq. ft.	$75
Over 1000 sq. ft.	$100

Subject	*Fee*
Special Permits	
Initial Application-General Special Permits	$150
Renewal-Terminable Special Permit	$25
Modification of Special Permit	$150
Initial Application - Live Entertainment	$25
Renewal Application - Live Entertainment	$25
Telecommunications Facility	
Facility-Special Permit	$5,000
Co-location Permit	$1,000

Building Permit	$250
Refuse Removal	
Annual License	$100
Junkyard	
Initial Application	$1,000
Renewal Application	$250
Mobile Home Courts	
Initial Application	$200 + $10 per acre for each acre over 10 acres
Annual License Fee	$15 per unit
New Site Inspection Fee	$50 per unit
In lieu Recreation Fee	$150 per unit
Peddling & Soliciting Permit	
Per Person	$10
Per Vehicle	$10
Public Improvement Permit	
Per Permit	$25
Signs	
Not-for-Profit Organizations	$10
Real Estate Developments-- R-1, R-2, R-3, R-4 Districts	$25 per year; renewable annually
Temporary Political Signs, Banners business promotion, etc.	$10
Temporary announcement signs for special events of non-profit organizations in the Town of Boston	no fee
Wall identification signs	$50
Ground Signs	$100
Single or Double Pedestal Signs	$100
Entrance or exit traffic control signs without advertising; max 12'h x 18"l	no fee
Soil Removal	
Annual Permit	$100
FOIL	
Copies up to 8.5" x 14"	$0.25
Copies over 8.5" x 14"	Actual Cost
Computer Disc	$10.00
Certified & Genealogical Copies of Vital Records	$10.00
Dog Licenses	**Including Local Fee & NYS Surcharge**
Spayed/Neutered	1 Year$5 / 2 Year $10 / 3 Year $15
Unspayed/Unneutered	1 Year $13 / 2 Year $26 / 3 Year $39
Purebred up to 10 dogs	$25 + $1 for each spayed/neutered

	Dog
Purebred up to 25 dogs	$50 + $1 for each unspayed/unneutered Dog
Woodburning Fireplaces/Stoves	
Permit	$50
Cert. Of Occupancy / Zoning Compliance	
Permit	$25
Zoning Board of Appeals	
Application for Variance	$150
Appeal	$150
Planning Board-Subdivision Development	
Subdivision 1 to 4 lots	$50 per lot
Over 4 Lots	$25 per lot - Minimum $200
Rezoning Application	
up to 0.5 acres	$50
over 0.5 acres up to 2.0 acres	$150
over 2.0 acres up to 5.0 acres	$150 plus $25 per acre over 2.0 acres
over 5.0 acres up to 10.0 acres	$225 plus $15 per acre over 5.0 acres
over 10 acres	$300 plus $10 per acre over 10 acres
Application – Site Plan Review	
up to 1.0 acre	$100
over 1.0 up to 2.0 acres	$150
over 2.0 acres up to 5.0 acres	$150 plus $25 per acre over 2.0 acres
over 5.0 acres up to 10 acres	$225 plus $15 per acre over 5.0 acres
over 10 acres	$300 plus $10 per acre over 10 acres
Cobble Hill Cemetery	
Grave Site - Purchase Price	$400
Grave Opening - Full Grave	$400
Grave Opening - Infant Grave (up to 3 feet)	$250
Cremation	$150
Foundation - per foot	$50
Foundation – Minimum	$100
Books and Maps	
Code Books	$200
Zoning Map	$75
Code Book – Leaving Town Official	$50
Late Fee For Any App. Arising out of Zoning Law	$250
Adult Use Registration	
Processing Fee	$500

Use of Facility	
Bathroom Facility User Fee	$25
Daily Fee	$100 w/$50 refundable
Permits For Which There Is No Established Fee	$50

A motion was made by Councilman Keding and seconded by Supervisor Ballowe authorizing the 2016 Agreement to spend Town Highway Funds.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Genzel and was seconded by Councilman Keding to approve the Application for Use of Facility from Barbara Moore, Boston Democratic Social Club for the 55th annual Easter Egg Hunt on March 26, 2016 from 9:30 am to 4 pm.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Genzel and was seconded by Councilman Boardway to approve the Use of Facility Application from Michael Brinkerhoff for the annual 5K/10K race in honor of Trooper David C. Brinkerhoff for Friday, June 17th from 4 p.m. to 9 p.m. and Saturday, June 18, 2016 from 7 a.m. to 2 p.m.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

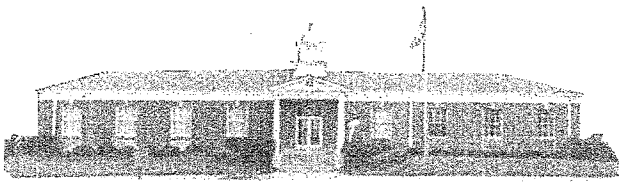
three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Genzel and was seconded by Councilman Boardway to accept the personnel policy amended as follows for January 6, 2016.

SEE NEXT PAGE FOR FULL DOCUMENT

REGULAR BOARD MEETING
JANUARY 6, 2016

TOWN HALL
7:30 P.M.



TOWN OF BOSTON

RECEIVED
BOSTON TOWN CLERK
2015 DEC 30 PM 2:56

MARTIN A. BALLOWE
Supervisor

JAY P. BOARDWAY
JEFFREY A. GENZEL
LAWRENCE A. MURTHA
GARY E. VARA
Town Board

JENNIFER A. MULE'
Town Clerk - Tax Collector

ROBERT J. TELAAK
Highway Supt.

DEBRA K. BENDER
KELLY A. VACCO
Town Justice

MICHAEL L. KOBIOLKA
Town Attorney

PATRICIA A. MAXWELL
Deputy Town Attorney/
Prosecutor

SUE FITZNER
Assessor

WILLIAM G. FERGUSON
Code Enforcement Officer

Date: December 29, 2015

To: Town Board

From: Martin Ballowe/Kathy Selby

RE: Updated Personnel Policy

In order to incorporate the town's hand imaging time clock for all employees and to provide tighter controls, it was decided to update the Town's "Personnel Policy" for full and part-time employees.

It was also needed to incorporate new required health insurance contributions for full-time employees. The new proposed policy also more closely matches the highway union contract to provide more consistency among all full-time employees.

This policy, along with the old policy was submitted to you for review on December 2, 2015. With several weeks of review time, it is proposed to be adopted at the January 6, 2016 Organizational town meeting. It will then be distributed to all employees.

TOWN HALL
(716) 941-6113
Fax (716) 941-6116

TOWN SUPERVISOR
(716) 941-6518
Fax (716) 941-9264

TOWN COURT
(716) 941-6115
Fax (716) 941-5169

HIGHWAY GARAGE
(716) 941-5869
Fax (716) 941-3677

NUTRITION PROGRAM
(716) 941-5773

TOWN OF BOSTON

PERSONNEL POLICY

FULL & PART-TIME CLERICAL EMPLOYEES

Originally Adopted October 17, 1984
Last Amended January 6, 2016

It is the purpose of the following policy to provide a fair and uniform procedure for the administration of attendance and other matters of personnel who are full and part-time employees of the Town of Boston clerical staff.

SEC. 1

DEFINITIONS

Full time clerical employees shall mean an employee who works a minimum of 35 hours in any given week. Part-time hourly are paid for actual hours worked, as time clock reports.

SEC. 2

SALARIES

The payment of salaries and the granting of annual salary increments shall be pursuant to the Plan of Class Titles and salary Ranges as approved by the Town Board of the Town of Boston.

The salaries and wages of employees shall be paid on the same day every two weeks. In the event this day is a holiday, wherever possible, the preceding day shall be the pay day.

SEC. 3

ATTENDANCE

1. Hours of Work. The full-time work day shall consist of 7 hours. The work week shall consist of five consecutive days.
2. ALL employees, full time & part-time, hourly & salary are required to "hand-in" and "hand out" of the town's time clock.

3. Exceptions to the time clock are elected officials, and those employees who do not have regular scheduled hours at the town hall. (i.e. Recreation Director, Town Attorney, Deputy Town Attorney, Court Officers, Dog Control)
4. Any missed time clock entries, without notification to the bookkeeper, will be assumed as taken personal, sick or vacation time for full-time salary personnel & not paid for part-time hourly personnel. Full-time employees must notify bookkeeper of classification of paid-time off (PTO benefit). Does not pertain to FT Elected Officials.
5. Any circumstances requiring additional hours over budget (P/T) must be approved by the Supervisor in writing & filed with the bookkeeper's payroll records.

SEC. 4

HOLIDAYS

As adopted at Town Board meeting annually at organizational meeting.

SEC. 5

VACATION

Vacation time does not roll over and expires at end of the calendar year.

Continuous F/T Service	Vacation Entitlement
One (1) year	Five (5) days
Two (2) years	Ten (10) days
Five (5) years	Fifteen (15) days
Ten (10) years	Eighteen (18) days
Fifteen (15) years	Twenty (20) days
Twenty (20) years	Twenty-one (21) days
Twenty-one (21) years	Twenty-two (22) days
Twenty-two (22) years	Twenty-three (23) days
Twenty-four (24) years	Twenty-four (24) days
Twenty-five (25) years	Twenty-five (25) days

SEC. 6

PERSONAL DAYS

Full time employees are permitted five (5) personal days per calendar year.

SEC. 7

SICK DAYS

Full-time employees will earn 1 sick day (7 hours) per month, not to exceed 165 days. Sick days can be rolled over, and exchanged (as the Union employees) for six months health insurance coverage for 100 days of accumulated day's sick time, upon retirement. This does not pertain to elected officials, since no PTO is recorded. (PTO-Paid Time Off)

SEC. 8

HEALTH INSURANCE

All newly hired full-time employees (2016) must contribute 15% pre-tax of total cost of health insurance & HRA, through payroll deductions. Other employees will contribute 2% pre-tax for 2016, and 2.5% for 2017 of total cost. Future years will mirror the Union contract.

Any full-time employees who opted out of the health insurance benefit, is entitled to a bonus of $2,500 to be paid and pro-rated bi-weekly.

SEC. 9

MISCELLANEOUS ITEMS

Jury Duty and Bereavement days as well as any other personnel issues not explicitly addressed in this policy will mirror the Highway Union contract.

SEC. 10

TOWN OWNED VEHICLE OR EQUIPMENT

No town vehicle or equipment shall be used for personal use without Town Board approval. (Amended 1/7/09)

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

A motion was made by Councilman Genzel and was seconded by Councilman Keding to authorize Supervisor Ballowe to sign a one-year contract with Connie D. Miner & Co., Grant Consultants for a yearly fee of $15,000, term to expire 12/31/16.

Supervisor Ballowe	Aye	Councilman Boardway	Yes
Councilman Genzel	Yes	Councilman Munger	Aye
Councilman Keding	Aye		

three (3) Ayes two (2) Yes Carried

Town Clerk Mulé proceeded to swear in John Terzulli as a member of the Town of Boston Ethics committee.

Supervisor Ballowe made the following Town Board 2016 Liaison appointments:

Councilman Boardway -	Planning Board, Boston Community Foundation, Haz-Mat, Insurance, Parks and Recreation.
Councilman Genzel -	Fire Companies, Fireman's Benefit Program, Engineering, Christmas Lighting, Grant Writing.
Councilman Munger -	Drainage, Streets and Lighting, Chamber of Commerce, Traffic and Highway Safety, Historical Society.
Councilman Keding -	Cable TV, Senior Citizens, Solid Waste, Nutrition, Emergency Squad, Conservation Advisory Council.

A motion was made by Supervisor Ballowe and seconded by Councilman Genzel to adjourn the meeting at 8:27 p.m.

five (5) Ayes Carried

REGULAR BOARD MEETING
JANUARY 6, 2016

TOWN HALL
7:30 P.M.

These minutes are an unofficial copy unless the original signature of the Town Clerk is affixed below. The original official paper minutes are stored in the Town's vault.

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JENNIFER A. MULÉ, BOSTON TOWN CLERK