

TOWN OF SPRINGWATER ORGANIZATIONAL TOWN BOARD MEETING JANUARY 02, 2023

Supervisor Babbitt calls the meeting to order at 6:00 P.M.

Pledge of Allegiance

Roll Call of Board **Roll Call of Board** – Present: Councilmember Canute, Councilmember Kyle Mason, Deputy Supervisor Lawrence Gnau, Supervisor Babbitt Henry.

Town Clerk Christi Johnson – Present
Councilmember Willsea – Not Present

Supervisor

Organizational Policies and Procedures for 2023- Resolved that the following Policies and Procedures be adopted for the Springwater Town government for the calendar year 2023:

Resolution # 1 - 2023

Supervisor Babbitt-Henry appoints **LAWRENCE GNAU** as Deputy Supervisor. Deputy Supervisor shall be paid \$2000.00.

Resolution moved by, Supervisor Babbitt Henry
Seconded by Councilmember, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Councilmember Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 2 - 2023

Town Board meetings will be held on the SECOND (2nd) Monday of each month at the Town Hall beginning at 7 pm and ending by 9 pm. Should this date fall on a legal holiday, the meeting will be held the following evening unless otherwise determined by the Town Board.

Planning Board Meetings through 2023, will be held at 7:00 pm on the first Monday of the month.

Court Meetings – will be held on the 2nd and 4th Thursday with civil court starting at 6:30 pm except for legal holidays; DA - 2nd Thursday of the month starting at 6:30 pm.

Board of Appeals meetings will be held as needed.

The Town Hall shall be open to the public on the following days; Wednesday, between the hours of 9:30 am until 3 pm. Town Clerks office shall make sure that the Town Hall is appropriately staffed during those hours.

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Mason

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye

Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 3 - 2023

Legal Holidays for non-union employees for the year shall be: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day. The Town Hall and all town buildings shall be closed on those days.

Union employees shall observe those holidays as agreed to in the Union Contract.

Resolution moved by, Councilmember Canute
Seconded by, Deputy Supervisor Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution #4 – 2023

The Legal newspaper will be the Livingston County News for notices of legal ads. Area Penny Saver(s) may be utilized for informational purposes.

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 5 - 2023

Five Star Bank of Wayland will be designated as legal depository for Town of Springwater funds. Funds shall be deposited into checking accounts as needed, money market deposits and certificates of deposit for interest bearing accounts.

The Town Supervisor Deborah Babbitt-Henry and the Deputy-Supervisor Lawrence Gnau be empowered and they hereby are to carry out all necessary financial transactions of town funds. Including but not limited to opening any deposit or checking account(s) in the name of the municipality; endorsing checks and orders for payment of money and withdraw funds on deposit; enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in the financial institute; entering into any arrangement with the financial institute such as remote deposit capture, cash management, bull payment, automated clearing house, or other services or products offered by the financial institute. These actions as listed above may be accomplished with a single signature.

The Town Supervisor Deborah Babbitt-Henry and the Deputy-Supervisor Lawrence Gnau be empowered and they hereby are to carry out all necessary financial transactions of town funds. Including but not limited to borrow money on behalf and in the name of this Municipality, sign execute and deliver promissory notes or other evidence of indebtedness and execute and deliver loan documents to pledge collateral for such indebtedness;

endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by this Municipality as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all notes, bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment. These actions as listed shall require both signatures.

Resolution moved by, Deputy Supervisor Gnau
 Seconded by, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye
 Councilmember Kyle Mason, Aye
 Deputy-Supervisor Lawrence Gnau, Aye
 Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 6 - 2023

Salaries of all elected officials be approved for payment as entered in the 2023 budget.

POSITION	ANNUAL SALARY UNLESS OTHERWISE NOTED	FREQUENCY
Supervisor	\$10,000	Monthly
Town Council Deputy-Supervisor (Gnau)	\$3,075 \$2,000	Monthly
Town Council (Canute)	\$3,075	Monthly
Town Council (Mason)	\$3,075	Monthly
Town Council (Willsea)	\$3,075	Monthly
Town Justice (1)	\$9,500	Monthly
Town Clerk	\$26,000	Bi-Weekly
Highway Superintendent	\$62,000	Bi-Weekly

Resolution moved by, Deputy Supervisor Gnau
 Seconded by Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye
 Councilmember Kyle Mason, Aye
 Deputy-Supervisor Lawrence Gnau, Aye
 Supervisor Deborah Babbitt-Henry, Aye

Resolution # 7- 2023

The Town-appointed Assessor shall be **HOLLEY SMALT**. The assessor's term of office shall end on 12/31/2023

Resolution moved by, Councilmember Canute
 Seconded by, Deputy Supervisor Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye

Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 8 - 2023

The Town appoints Temporary Department of Public Works Superintendent, **RONALD MASTIN** –with an annual salary of \$30,000.00. The Department of Public Works shall include the following divisions: Water, Sewer, Parks, Buildings & Grounds, and Cemeteries, Highway as needed.

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 9 – 2023

The Town appoints Temporary Sewer Administrator, **LYNN HOLMES**, with an annual salary of \$3,000.00

Resolution moved by, Councilmember Mason
Seconded by, Deputy Supervisor Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 10 - 2023

The Town appointment for Chairman of the Town Planning Board for 2023 shall be **Terry Kuznicki**. This position shall be an annual appointment for a term of one (1) year.

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 11 - 2023

The Town Supervisor appoints **Jade Perkins** as the Confidential Secretary to the Supervisor/Bookkeeper. Her duties shall entail those as assigned by the Town Supervisor.

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 12 - 2023

The Town appoints **BALDWIN BUSINESS SERVICES (BBS)** as Book-Keeper for the Town of Springwater with a base fee of \$10,300.00 per year.

The Town retains the right to select additional accounting representatives as may be necessary.

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Mason

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 13 - 2023

The Town appoints the following Attorney(s) Firm(s) as legal counsel for the following projects:

General Council: Kruk & Campbell, James Campbell, Esq.

Labor Negotiations: Osborn Reed & Burke, LLP

The Town retains the right to select additional legal representatives as may be necessary.

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 14 - 2023

The Town appoints **Christi Johnson**, as the Registrar of Vital Statistics with an annual salary of \$500.00.

Resolution moved by, Councilmember Mason
Seconded by, Deputy Supervisor Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 15- 2023

Justice Donald Haywood appoints **Sheila Duffy** as court clerk.

Resolution moved by, Supervisor Babbitt Henry
Seconded by, Deputy Supervisor Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution # 16 - 2023

Reimbursement per mile for necessary Town travel, as approved by the town board, not utilizing a Town vehicle, shall be at the Federal Rate of **\$0.625** per mile. This shall be subject to appropriate changes by Federal Government during the 2023 year

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 17- 2023

The Town Clerk, Christi Johnson, appoints Joyce Nisbet as 1st deputy town clerk at the budgeted rate. The Town Clerk, Christi Johnson, further appoints Susan Strassner as 2nd deputy town clerk at the budgeted rate, Sheila Duffy as the 3rd deputy town clerk at the budgeted rate, Jade Perkins as the 4th deputy town clerk at the budgeted rate.

Resolution moved by, Supervisor Babbitt Henry
Seconded by, Deputy Supervisor Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 18 - 2023

The Town Board authorizes the Town Superintendent of Highways to purchase equipment, tools and implements during the year without prior approval of the Town Board in an amount not to exceed \$15,000.00 following town procurement procedures.

The Town Board authorizes the Town Superintendent of Public Works to purchase equipment, tools and implements during the year without prior approval of the Town Board in an amount not to exceed \$3,500.00 following town procurement procedures.

Resolution moved by, Councilmember Mason
Seconded by, Deputy Supervisor Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 19 - 2023

APPROVAL OF STANDARD WORK HOURS FOR ALL HIGHWAY OFFICERS AND OTHER EMPLOYEES:

Resolved that the Town Board approve the eight (8) hours per day as the standard number of work hours for all full-time highway officers and other full-time employees of the Town of Springwater for retirement purposes.

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Supervisor Babbitt Henry

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 20- 2023

The Town resolves that the standard workday for the following elected/appointed officials for retirement reporting purposes shall be:

- Town Councilperson/Board member 6 hours
- Town Justice 6 hours
- Town Assessor 6 hours
- Town Supervisor 6 hours
- Town Clerk 8 hours
- Town Code Enforcement Officer 8 hours
- Highway Superintendent 8 hours

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Mason

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 21 - 2023

The following positions shall have petty cash funds in an amount of:

- ♦ Town Clerk: \$75.00
- ♦ Court Clerk: \$75.00

Resolution moved by, Deputy Supervisor Gnau

Seconded by, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye

Councilmember Kyle Mason, Aye

Deputy-Supervisor Lawrence Gnau, Aye

Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 22 - 2023

AUTHORIZATION FOR SNOW AND ICE REMOVAL FOR FIRE AND EMERGENCY DEPARTMENTS:

WHEREAS Article VII - Town Highway Superintendents, Section 140-b and 142-b (3) Town Highway Law And Article I, Section 4-1 Association of Towns, Town Highway Superintendents, does allow the Town Highway Department to utilize Town Highway Department Equipment to remove and control ice and snow to assist the Town Fire Department with ice and snow control on Fire Department Property.

WHEREAS the above-named references allow the Town Highway Department to assist the Town Fire Department and Medical Personnel during times of emergency.

WHEREAS the articles outlined above state the town board of any town may permit the use of town highway machinery and equipment within the town by any fire district upon agreement of the town board and the governing body of any such district.

WHEREAS the expenditures of taxpayers' funds to contract these services would cause unnecessary expense to the taxpayers.

THEREFORE, the Town Board hereby resolves to authorize the Highway Department to use Highway Department Equipment and Personnel to remove and control ice and snow on Town Fire Department property and to assist the Town Fire Department during times of emergency.

Resolution moved by, Deputy Supervisor Gnau

Seconded by, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye

Councilmember Kyle Mason, Aye

Deputy-Supervisor Lawrence Gnau, Aye

Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 23 - 2023

Highway Superintendent, Matthew Nisbet, appoints **Justin Shutt** as Deputy Highway Superintendent at the contract rate.

Resolution moved by, Supervisor Babbitt Henry

Seconded by, Deputy Supervisor Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 24 - 2023

The Town appoints **Matthew Nisbet**, as the representative to the County Traffic & Safety board.

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Mason

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 25- 2023

The Town of Springwater Resolves that every organization applying for a Bingo and/or Games of Chance License from the Town of Springwater shall submit each year with the Application an Affidavit of Good Moral Character, signed by every Member-in-Charge and Assistants-to-Members-in-Charge, asserting that they have never been convicted of a crime; And further, Resolves that this Affidavit shall constitute a background check for Bingo and/or Games of Chance licensing purposes.

Resolution moved by, Supervisor Babbitt Henry
Seconded by, Deputy Supervisor Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution #26- 2023

Seasonal Roadways in Springwater: The Town of Springwater contains SIXTEEN (16) SEASONAL USE ONLY roadways or sections of roadways within the town limits.

Those roadways are: **ALPAUGH ROAD (portion), ASHLEY ROAD (portion), COATES ROAD (portion), FEATHER STREET (portion), GILES ROAD (portion), GROUSE ROAD (portion), LIME KILN ROAD (portion), MAY ROAD (portion), PEGLOW ROAD (portion), PRAGLE ROAD, QUANZ ROAD (portion), SCHRIBNER ROAD (portion), LIDDIARD ROAD, RICHARDS ROAD, ROBINSON ROAD, WARNER ROAD.**

The Town of Springwater does not plow or maintain these roadways during the winter season: November 1 through April 1. Travel and usage of these roads during the winter season is prohibited and any usage of these roads will be at the driver's own risk.

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution #27– 2023

Adopting the **TOWN OF SPRINGWATER DISASTER PREPAREDNESS PLAN – 2023** as updated. [Attachment #1]

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 28 - 2023

The Town Board authorizes the Town Supervisor to authorize the automatic payments for the following recurring town utility bills; Frontier Telephone, Verizon, NYSEG, Spectrum and Orenco (sewer modem) to expedite and eliminate potential late payment penalties during the year without prior approval of the Town Board. These utility invoices will still be vouchered and approved at the regular town board meetings with appropriations deducted from the budgeted appropriate line items. These utility charges are necessary for the functioning of Town offices and departments.

Resolution moved by, Councilmember Mason
Seconded by, Deputy Supervisor Gnau

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 29 - 2023

The Town Board authorizes the Town Supervisor to authorize the automatic payments for the following recurring medical and dental payments; Excellus of Rochester, to expedite and eliminate potential late payment penalties during the year without prior approval of the Town Board. These Medical/Dental invoices will still be vouchered and approved at the regular town board meetings with appropriations deducted from the budgeted appropriate line items. These medical charges are necessary and monthly recurring for the town employees.

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Canute

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Resolution # 30 - 2023

The Town Board enacts the following Town of Springwater Policy & Procedure for usage of all of the following town owned structures;

TOWN PARK – located behind the American Legion Post on School Street. There are currently the following structures located within the boundaries of Larry Canute Memorial Park:

Ball Field: Available when not reserved by Baseball/Softball Leagues. No charge to residents.

Large Pavilion w/electric: By reservation only – Not available during Summer Recreation program.
Proof of Insurance, Application and all fees required prior to date of rental.

2 small picnic pavilions: Available when not reserved – no charge for residents

Gazebo @ playground: Available when not reserved – no charge for residents

Playground: Available during park hours

Public Restrooms: Available during park hours

Recreation Department: Office by Appointment only.

TOWN SQUARE – located at the corner of South Main St and Mill Street. There is currently the following town owned structure:

Large Gazebo w/electric: Available by reservation except Springwater Farmers Market Day(s).

All park structures and park areas have a strict NO SMOKING and NO ALCOHOL policy.

No pets are allowed in the Town Park on School Street. Pets are allowed at the Town Square Park on Main Street as long as waste is removed by owner. All parks have a carry in, carry out policy. No ATV's, motorized bicycles or other recreational type vehicles are allowed on or in the Town Parks. There shall be no overnight parking allowed in either park unless specifically allowed by the Springwater Town Board. A placard issued by the town shall remain readily visible during such instances. All rules as outlined in Local Law 2 of 2000 shall be adhered to. Such rules shall apply to both locations.

TOWN HALL – located on South Main Street. Open to the public on Wednesdays between the hours of 9:30 am and 3:00 pm. All other times shall be by specific departmental appointments unless otherwise posted. No rental of Town Hall shall be permitted.

Motion made by Councilmember Canute to approve Resolution #30 with changes to come, Seconded by Deputy Supervisor Gnau.

Resolution moved by, Deputy Supervisor Gnau
Seconded by, Councilmember Mason

Roll Call:

Councilmember Thomas Canute, Jr., Aye
Councilmember Kyle Mason, Aye
Deputy-Supervisor Lawrence Gnau, Aye
Supervisor Deborah Babbitt-Henry, Aye

Resolution Carried.

Supervisor's Report:

1. The Town Supervisor Appoints the following board members to act as department liaisons for the year 2023:

Highway: Councilmember Canute

Buildings & Grounds/Planning Board/Cemeteries/Fire: Councilmember Mason

Water & Sewer: Deputy-Supervisor Gnau

Recreation/Public Services/Town Clerk: Councilmember Willsea

2. The next Regular Town Board meeting scheduled for Jan. 9th 2023 @ 7:00pm

AJOURNMENT

Motion made by Deputy Supervisor Gnau to adjourn the meeting at 6:35pm, seconded by Supervisor Babbitt Henry; motion carried with all ayes.

Respectfully submitted,



Christi C. Johnson
Town Clerk