

**Town of Burns  
Organization Meeting  
January 11, 2018**

The meeting was called to order by Supervisor Frank Karnes at 7pm.

Present: Supervisor Frank Karnes, Superintendent Steve Mullen, Council: Dianne Freiner, Larry Thompson, David Ras, Richard Butler, Justice David Trickler, Dog Control John Owens, Historian Holley Spencer, Three reps from the Fire & Ambulance Company: Scott Odell, Bill Crubaugh, Darwin Bacon and Clerk Mary Duthoy.

**Points of Organization**

1. Petty Cash - \$100.00
2. Appoint Registrar – Mary Duthoy
3. Designate Depository - Steuben Trust
4. Designate Official Newspaper – Evening Tribune
5. Appoint Attorney – Roy Bielewicz
6. Set payment per mile for Town Officials using their own vehicles- .54 per mile
7. Designate Meeting Night – 2<sup>nd</sup> Thursday of the month
8. Appoint Town Historian – Holley Spencer
9. Appoint Dog Control Officer – John Owens
10. Highway Employees Wages – Per Union Contract
11. Appoint Deputy Clerk – Kym Duthoy
12. Appoint Deputy Supervisor – David Ras
13. Appoint Deputy Superintendent – Jason Elderkin
14. Appoint Deputy Registrar – Mary Underwood
15. Conduct of Meetings – All Town Board Meetings will be conducted in a businesslike manner and at no time will the Board permit foul language or let personalities hinder the business at hand.
16. Highway Superintendent Procurement Policy – The Superintendent may spend as per the Town procurement policy \$2500.00.
17. Direct Supervisor on Investment Policy – The Supervisor is authorized to purchase certificates of deposit with idle money from the general and highway funds per the investment policy.
18. Appoint Director of Finance & Budget – Baldwin Business Associates
19. Direct Superintendent on Inventory Policy – The Superintendent is to submit a complete inventory of all equipment and tools on September 30<sup>th</sup> of each year.
20. Direct Duties of Superintendent – The Superintendent must be in the New York State retirement system.

Wages are to be paid bi-weekly

Shall perform all major mechanical repairs on highway equipment as required.

Shall direct and assist with the work of the hourly crew for the hours necessary to maintain Town highways to the satisfaction of the Town Board.

Shall keep records as required by law and as designated by the Town Board for the purpose of proper distribution of funds.

Shall maintain all equipment and buildings so as not to incur any unnecessary expense to the Town. Vacation, personal days, sick days, and funeral leave per union contract and Town Law.

The Town Superintendent shall notify the Supervisor when absent.

The Highway Superintendent shall be entitled to attend the annual clambake and highway equipment show.

21. Officers salary per budget.

22. Supervisor may pay without Board approval the monthly hospitalization and utility bills.

23. Appoint Court Clerk – Kathy Foster

24. Appoint Code Enforcement Officer – Steve Kilmer

The motion was made by David Ras to accept the 24 points of organization. Second Larry Thompson. Carried. L. Thompson made motion 2<sup>nd</sup> R. Butler to adjourn at 7:08pm. Carried.