

TOWN OF CINCINNATUS

Re-Organizational Meeting, January 10, 2019

CALL TO ORDER:

Supervisor Luann King called the Re-Organizational meeting of the Cincinnatus Town Board to order followed by the Pledge of Allegiance, at 7:00 PM, January 10, 2019.

ORDER OF BUSINESS AND ORGANIZATIONAL CHART – Adopted 1997:

Councilperson Michael Stafford made a motion that the order of business and Organizational Chart, as adopted in 1997, be approved as follows.

Monthly Meeting Date & Time:

The 2nd Thursday of each month, at 07:00 PM, be established as the official meeting dates of the Cincinnatus Town Board.

Designations:

The Shopper as the official newspaper, the Cortland Standard as needed, and NBT Bank as the official depository for the Town of Cincinnatus.

Petty Cash Fund:

A motion was made by Councilperson Michael Stafford to establish the amount of \$25.00 for the Tax Collector during tax collection.

Seconded by Councilperson Steven Mudge. All Ayes. Motion Carried

Pay Schedule:

A motion was made by Councilperson Jonathan McKee to approve the Salary Pay Schedule as follows.

<u>Yearly</u> -	Councilpersons (4) Deputy Supervisor Registrar of Vital Statistics Town Historian Planning Board (3) members Animal Control (Dog SPCA) Water Meter reader
<u>Quarterly</u> -	Bookkeeper Court Clerk Town Clerk/Tax Collector Town Justice Town Supervisor Part Time Budget Officer Town Tax Assessor Water Clerk

Bi-Weekly: Town Highway Superintendent
Town Water District Superintendent
Code Enforcement Office
All Full Time and Casual Employees

The motion was seconded by Councilperson Steven Mudge. All Ayes. Motion Carried

Contractual Pay Schedule: Bi - Weekly

Establishment of Benefit Policy:

VACATION, LEGAL HOLIDAYS, OVERTIME & COMPENSATORY TIME

Vacation: Full Time Employees - 7 days after 1 year
14 days after 5 years
No accrual

Overtime: **Amended.** Employer must also pay full time and all non-exempt employees a rate of time and one-half the regular rate of pay for each hour of overtime worked.

Holidays: **Amended.** New Years Day, Memorial Day, Independence Day, (4th of July), Labor Day, Thanksgiving Day, Christmas Eve. (after regular work day), and Christmas Day.

Working on Established Holidays: The fair Labor Standard Act (FLSA) requires employers to pay only for time worked.

Compensate hours worked on the Holiday at twice the employees regular pay rate.

Double time (2.0) for actual hours worked on a holiday.

Personal Days: -- 3 per year.

Full time employees with one (1) year of service shall be entitled to two (2) paid days for sick leave within each year, not to be carried over the following year and not to be taken along with vacation time.

A motion was made by Councilperson Michael Stafford to accept the establishment of the benefit policy for vacation, legal holidays, overtime and compensatory time as presented.

Seconded by Councilperson Steven Mudge. All Ayes, Motion Carried

Appointments:

Town Attorney	John A. DelVecchio
Deputy Supervisor	Michael Stafford
Deputy Town Clerk	Linda Hayden
Deputy Tax Collector	Kay Tracey
Deputy Highway Supt.	Derek Jack

Animal Control Office	Cortland Community SPCA
Dog Shelter Service	Cortland Community SPCA
Registrar of Vital Statistics	Joanne Perkins
Town Historian	Tabitha Scoville
Town Bookkeeper	Joan Combs
Code Enforcement	Neil Williams
Water District Superintendent	Tyler Mudge
Water District Deputy Supt.	W2O
Water District Clerk	Shelby Mudge
Town Assessor (6) years	Frances Butler
Justice Court Clerk	Rochelle Crane
Town Budget Officer, Part Time.	Luann King
Town Planning Board (3)	Chm. John Hasenjager John Rice Bradley Baldwin.
Board of Assessment Review (3)	Judy Cass Roberta Fuller Richard Dodge
Fair Housing/ Code Officer	Neil Williams

A motion was made by Councilperson Steven Mudge to approve the appointments as presented.

Seconded by Councilperson Jonathan McKee. All Ayes. Motion Carried

Wages and Salary Levels:

Councilperson Mark Christian made a motion to accept the wage and salary levels of elected, appointed officials and employees of the Highway Department, Water Department and casual employees of all fiscal funds, as presented.

Town Supervisor	\$ annual
Budget Officer, Part Time	\$ annual
Deputy Supervisor	\$ annual
Town Justice	\$ annual
Justice Court Clerk	\$ per hr.
Town Clerk / Tax Collector	\$ annual
Registrar of Vital Statistics	\$ annual
Town Deputy Tax Collector	\$ annual
Highway Superintendent	\$ annual
Highway Dept. Employee, full time	\$ per hr.
Highway Department Employee, part time	\$ per hr.
Casual Labor	\$ per hr.
Code Enforcement	\$ annual
Town Bookkeeper	\$ annual
Councilpersons (4)	\$ annual
Town Assessor	\$ annual
Town Attorney	\$ annual
Town Historian	\$ annual
Animal Control Officer SPCA	\$ annual

Water District Supt.	\$ annual
Water District Meter reader	\$ annual
Water District Clerk Sales & Rec.	\$ annual
Planning Board (5)	\$ annual
Board of Assessment Review (3)	\$ May

Seconded by Councilperson Steven Mudge. All Ayes. Motion Carried

Work Day: Pay Roll Schedule 2019:

Town of Cincinnati full time employees work schedule is 40 hours per week Monday through Friday or as scheduled by Highway Superintendent.

January 4 th	January 18 th	February 1 st
February 15 th	March 1 st	March 15 th
March 29 th quarterly	April 12 th	April 26 th
May 10 th	May 24 th	June 7 th
June 21 st quarterly	July 5 th	July 19 th
August 9 th	August 23 rd	September 6 th
September 20 th quarterly	October 4 th	October 18 th
November 1 st	November 15 th	November 29 th
December 6 th	December 20 th	last quarterly & end of year.

Mileage Reimbursement Rate:

- \$0.58 per mile
- \$0.19 per mile / medical purposes
- \$0.14 per mile / charitable purposes

The motion was made by Councilperson Jonathan McKee to approve the mileage reimbursement rate as presented.

Seconded by Councilperson Mark Christian. All Ayes. Motion Carried

Authorizations:

Councilperson Jonathan McKee made a motion to approve the following authorizations, as presented.

- Supervisor to pay utilities, retirement and any billing invoice to avoid penalties.
- Supervisor to purchase postage for town department as needed.
- Town Board to Audit Financial Records of: Town Clerk, Judicial and Tax Collector.

Councilperson Michael Stafford seconded the motion. All Ayes. Motion Carried.

Charge for Town Records:

Councilperson Michael Stafford made motion to establish the charge to copy town records at \$0.50 per page, of which the clerk would need to do research in order to obtain.

Councilperson Mark Christian seconded the motion. All Ayes. Motion Carried

Adjournment:

Councilperson Mark Christian made a motion to adjourn the Organizational Meeting of the Cincinnatus Town Board at 7:19 PM.

Seconded by Councilperson Jonathan McKee. All Ayes. Motion Carried.

Respectfully Submitted,

Joanne Perkins
Cincinnatus Town Clerk

Attending the meeting: Supervisor Luann King, Councilpersons, Jonathan McKee, Michael Stafford, Steven Mudge, Mark Christian, Highway Superintendent James Latta and Water Superintendent Tyler Mudge.