

DRAFT ①

REGULAR BOARD MEETING
JANUARY 6, 2016

TOWN HALL
7:30 P.M.

Present: Supervisor Martin A. Ballowe, Councilmen Jeffrey A. Genzel, Jay P. Boardway, Jason E. 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.

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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

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

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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

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TOWN HALL
7:30 P.M.

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

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			

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**TOWN HALL
7:30 P.M.**

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

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**TOWN HALL
7:30 P.M.**

Purebred up to 25 dogs	Dog \$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
<u>Adult Use Registration</u>	
Processing Fee	\$500

REGULAR BOARD MEETING
JANUARY 6, 2016

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TOWN HALL
7:30 P.M.



- MARTIN A. BALLOWE
Supervisor
- JAY P. BOARDWAY
JEFFREY A. BENZEL
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



TOWN OF BOSTON

RECEIVED
BOSTON TOWN CLERK
2015 DEC 30 PM 2:56

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
(718) 941-8113
Fax (718) 941-8116
- TOWN SUPERVISOR
(718) 941-8518
Fax (718) 941-8264
- TOWN COURT
(718) 941-6115
Fax (718) 941-5169
- HIGHWAY GARAGE
(718) 941-5869
Fax (718) 941-5677
- NUTRITION PROGRAM
(718) 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
Councilman Genzel
Councilman Keding

Aye
Yes
Aye

Councilman Boardway Yes
Councilman Munger Aye

three (3) Ayes

two (2) Yes

Carried

